



CANKDESKA CIKANA  
COMMUNITY COLLEGE  
Serving Spirit Lake Tribe 1974-2024

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Fort Totten, ND 58335



# Administrative Assistant



## Technical

Acquiring the technical skills needed to successfully function in today's digital workplace is a necessity.



## Expertise

Today's competitive business environment require office professionals to possess expertise in the latest office procedures.



## Etiquette

Office professionals should demonstrate proper workplace etiquette as they collaborate and develop working relationships.



## Opportunities

Office professionals are provided with opportunities to contribute at various levels to the success of the organization.



## About

A Certificate in Administrative Assistant is focused on providing students with a foundation for entry level positions as administrative assistants and office managers. Through courses in technology, communication, computer application, and office procedures to meet the needs of dynamic office environments.



## Why Choose CCCC?

*Affordable*

*Smaller Class Sizes*

*Fully Accredited -  
Credits Transfer*

*Financial Aid, Apprenticeships  
& Scholarships Available*

*Qualified & Dedicated  
Instructor*

## Program of Study

### First Year Fall

ACCT218 Computer Applications in Business  
BOTE214 Business Reports and Communications  
BOTE275 Administrative Office Procedures  
Program Electives

### First Year Spring

ACCT200 Elements of Accounting I  
BADM202 Principles of Management  
Field Experience BOTE197  
Program Electives

### Electives

ACCT201 Elements of Accounting II  
ACCT207 Managerial Accounting  
ACCT212 Payroll Accounting  
ACCT215 Business in the Legal Environment  
ACCT231 Income Tax Procedures  
BADM201 Principles of Marketing  
BADM210 Advertising  
BADM240 Sales  
BUSN170 Entrepreneurship

## Other Information

### Labor Statistics

Median annual wage in May 2019 - \$42,390. Employment in Administrative Assistant support occupation is expected to grow 2%



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## College Information

**Cankdeska Cikana**  
(Chaun - GDEH - sh' kah - CHEE - kan - nah)  
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