



CANKDESKA CIKANA COMMUNITY COLLEGE

Spirit Lake Tribe

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214 First Avenue
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

ACCT200 Elements of Accounting I
 ACCT218 Computer Applications in Business
 BOTE197 Field Experience

Program Electives

First Year Spring

BOTE214 Business Reports and Communications
 BADM202 Principles of Management
 BOTE275 Administrative Office Procedures

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



2/13/25



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)
 n. (Little Hoop)

www.littlehoop.edu

701-766-4415 • 888-783-1463

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@CankdeskaCikanaCC

Think Dakota



Live Dakota