

Kaaliyaha Maamulka

ridgewater.edu/adminassistant



Si buuxda khadka internetka ah

Barnaamijka

Barnaamijka Kaaliyaha Maamulka ee Ridgewater wuxuu kuu diyaarinaya inaad ku guulaysato in aad noqoto kaaliyaha maamulka ee noocyo badan oo xirfado ah. Waxaad ku tababaraysaa barnaamijyadii ugu dambeeyay ee softiweerka iyo qalabka xafiiska, taas oo awood kuu siinaya inaad xirfaddaada shaqo ku bilowdo xirfado shaqada u diyaarsan.

Waxaad ku kasban doontaa kalsooni:

- Wada xiriirka ganacsiga
- Nidaamka xafiiska
- Xirfadle ahaanshaha

Dhammaan xulashooyinka dhibcaha ee barnaamijka ayaa waxay bixiyaan tababar gacan-ku-qabasho ah:

- Xafiiska tiknoolajiyada iyo isgaarsiinta
- Maaraynta mashruuca iyo safarka
- Isku dubaridka kulanada iyo munaasabadaha
- Daabacaadda kombiyuurka
- Waraaqaha xisaabaadka xafiiska iyo maaraynta kaydka macluumaadka

Arday badan ayaa waxay ku raaxaystaan u fududaynta wax ku barashada khadka internetka ee barnaamijkan si buuxda khadka internetka lagu barto. Waxay

dhammaystiraan waayo-aragnimadooda waxbarasho waxayna ku dhisaan kalsoonidooda tababarka shaqo.

Macluumaadka Xirfadda

Kaaliyayaasha maamulka ayaa laga yaabaa in ay shaqo ka helaan ku dhowaad nooc kasta oo shaqo ah. Kala duwanaantu waa mid ballaaran oo xiiso badan. Shaqooyin badan ayaa leh mushahar fiican iyo xirmooyinka nacfiyada oo fiican. Kaaliyayaasha maamulka iyo kaaliyayaasha xafiiska intooda badan waxay ka shaqeeyaan 40 saacadood ee asbuuc caadiga ah goob xafiis.

Xoghayayaasha fulinta iyo kaaliyayaasha maamulka ayaa waxay soo sheegaan heerka bilowga mushaharka sanadlaha ah oo ah \$32,594 iyo mushaharka sanadlaha ah ee dhexdhexaadka ah oo ah \$43,472.

Xigasho: careerwise.minnstate.edu

Shahaadooyinka

Kaaliyaha Maamulka
AAS Degree - 60 dhibcood
Dibloomada - 48 dhibcood
Kaaliyaha Xafiiska
Dibloomada - 32 dhibcood

Astaamaha Gaarka ah ee Barnaamijka

- In aad barato barnaamijyada softiweerka ee ugu dambeeyay
- Xiriirka isdhexgalka macalimiinta iyo ardayda oo adag
- Xidhiidh ganacsi oo adag oo loogu talagalay xagga waxbarashada, tababarada shaqo iyo ku meelayn shaqo
- Qalinjabiyaashu waxay bilaabaan xirfadooda shaqo iyaga oo wata xirfado shaqada u diyaarsan

Ballan u samayso Booqasho & Codso Maanta!

ridgewater.edu/visit
ridgewater.edu/applynow

Galay Kaalinta #1 ee
Kulliyadaha Bulshada ee
Minnesota iyo 20ka Ugu
Sarreeya Maraykanka,
2020 & 2021 *niche.com*

Barnaamijyada La Xiriira

Kaaliyaha Maamulka Daryeelka
Caafimaadka

Kaaliyaha Sharciga



RIDGEWATER
COLLEGE

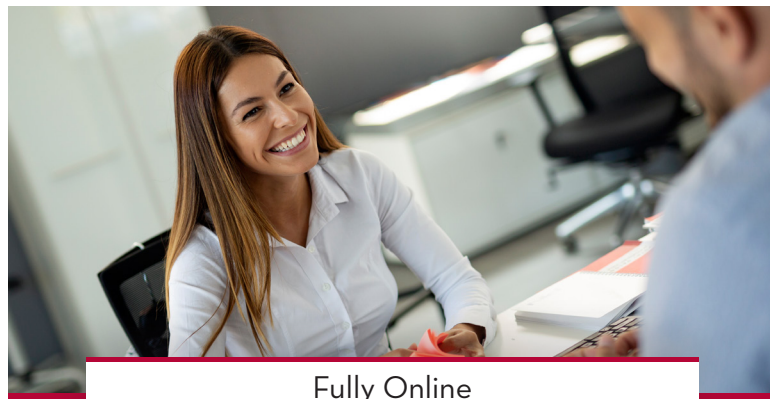
Xubin katirsan Gobolka Minnesota

Ridgewater College waa tallaabo xaqiijin ah, shaqo bixiye iyo waxbare fursado loo simanyahay. Dukumi-intigaan waxa lagu heli karaa qaabab kale oo loogu talagalay shaqsiyaadka naafada ah; macaamiisha qaba naafonimada maqalka ama hadalka ayaa nagula soo xiriiri kara iyagoo adeegsanaya Adeegga Lalisks ee ay Doortaan. 5/2021 P165

Maajo 2021: Tarjumadan waxaa maalgelisay deeqda RC Perkins grant. Si aad u hesho macluumaadkii ugu dambeeyay ee barnaamijka, booqo ridgewater.edu oo ka dooro turjubaanka Luqadda ee af Soomaaliga.

Administrative Assistant

[ridgewater.edu/adminassistant](https://www.ridgewater.edu/adminassistant)



Fully Online

About the Program

Ridgewater's Administrative Assistant program prepares you to succeed as an administrative assistant in a wide variety of career settings. You train in the latest software applications and the latest office equipment, enabling you to start your career with job-ready skills.

You will gain confidence in:

- Business communication
- Office procedures
- Professionalism

All credential options within the program provide hands-on training in:

- Office technologies and communications
- Project and travel management
- Meeting and event coordination
- Desktop publishing
- Office spreadsheets and database management

Many students enjoy the convenience of online learning in this fully online program. They complete their education experience and build their confidence with an industry internship.

Program Distinctions

- Master the latest software applications
- Strong faculty-student interaction
- Strong business relationships for learning, internships and job placement
- Graduates start careers with job-ready skills

Career Info

An administrative assistant may find employment in almost any industry. The variety is extensive and exciting. Many jobs have good pay and excellent benefit packages. Most administrative and office assistants work a traditional 40-hour week in an office setting.

Executive secretaries and administrative assistants report an entry level annual wage of \$32,594 and a median annual wage of \$43,472.

Source: careers.wisconsin.gov/careerwise/minnstate.edu

Degrees and Certificates

Administrative Assistant

AAS Degree - 60 credits

Diploma - 48 credits

Office Assistant

Diploma - 32 credits

Schedule a Visit & Apply Today!

[ridgewater.edu/visit](https://www.ridgewater.edu/visit)
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Ranked Minnesota's
#1 Community College
and US Top 20,
2020 & 2021 *niche.com*

Related Programs

Healthcare Administrative Assistant

Legal Assistant



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A Member of Minnesota State

Ridgewater College is an affirmative action, equal opportunity employer and educator. This document is available in alternative formats to individuals with disabilities; consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.
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