

**ANOKA TECHNICAL COLLEGE
ADMINISTRATIVE SPECIALIST
2008-2009 ASSOCIATE OF APPLIED SCIENCE DEGREE
64 CREDITS**

General Education **15 Credits**

ENGLISH	Choose one transferrable course	
SPEECH	Choose one transferrable course	
SOCIOLOGY	Choose one transferrable course from ONE of these categories	
OR		
PSYCHOLOGY		

The courses listed above meet the minimum of three (3) required MN transfer Curriculum goal areas (areas 1, 2, 5 and/or 7). For remaining required general education credits, choose from any transferrable general education course. Refer to the ATC website for a list of the MN Transfer Curriculum courses and their goal areas: http://www.anokatech.edu/current_students/transfer/

Technical Core **41 Credits**

ADSC 1006	Business Law	4
ADSC 1010	Keyboarding I (a)	3
ADSC 1031	Business English Skills (f)	3
ADSC 1205	Written Business Communications (e)	3
ADSC 1036	Administrative Office Procedures (b and g OR d and g)	3
ADSC 1051	Office Accounting (f)	3
ADSC 1141	Integrated Software Applications (c and d)	3
ADSC 1161	Microsoft PowerPoint (d)	2
ADSC 1171	Microsoft Excel (d)	2
ADSC 1181	Microsoft Access (d)	2
ADSC 1196	Microsoft Word (b)	4
ADSC 1201	Desktop Publishing/Publisher (b or c)	2
ADSC 1310	Machine Transcription (b)	3
ADSC 1340	Business Job Seeking Skills (c)	1
COMP1000	Introduction to Computers (a)	3

Electives **8 Credits**

ACCT 1010	Principles of Accounting I	4
ACCT 1040	Income Tax Accounting	4
ADSC1020	Keyboarding II (b)	3
ADSC 1060	Government, Courts, & Minn. Criminal Law	3
ADSC 1090	Minnesota Family Law & Civil Litigation	4
ADSC 1221	Introduction to Health Information Management	2
ADSC 1370	Skillbuilding I (b)	1
HLTH 1010	Medical Terminology	1
HLTH 1020	Nutrition	1
HLTH 1040	Medical Terminology	2
PSYC 1405	Life Span Development	3

- (a) The prerequisite to this course is COMP0100 (Basic Computer Keyboarding).
- (b) The prerequisite to this course is ADSC1010 (Keyboarding I) or equivalent.
- (c) The prerequisite to this course is ADSC1196 (MS Word) or equivalent.
- (d) The prerequisite to this course is COMP1000 (Intro to Computers) or equivalent.
- (e) The prerequisite to this course is ADSC 1031 (Business English)
- (f) The prerequisite to this course is passing grade on the assessment testing for applicable content.
- (g) A documented keyboarding skill of 50 WPM will be required to successfully pass this course.

ANOKA TECHNICAL COLLEGE
2008-2009: Administrative Specialist AAS Planning Form
Recommended Sequence by Semester

FIRST SEMESTER:

ADSC1010	Keyboarding I	3	_____	_____
ADSC1031	Business English Skills	3	_____	_____
COMP1000	Introduction to Computers	3	_____	_____
ENGLISH	General Education Course	4	_____	_____
	General Education Course	3	_____	_____
TOTAL		16 Credits		

SECOND SEMESTER:

ADSC1205	Written Business Communications	3	_____	_____
ADSC1161	Microsoft PowerPoint	2	_____	_____
ADSC1171	Microsoft Excel	2	_____	_____
ADSC1196	Microsoft Word	4	_____	_____
SPEECH	General Education Course	4	_____	_____
	Elective	1	_____	_____
TOTAL		16 Credits		

THIRD SEMESTER:

ADSC1051	Office Accounting	3	_____	_____
ADSC1181	Microsoft Access	2	_____	_____
ADSC1201	Desktop Publishing	2	_____	_____
ADSC1310	Machine Transcription	3	_____	_____
SOSC or PSYC	General Education Course	4	_____	_____
	Elective	2	_____	_____
TOTAL		16 Credits		

FOURTH SEMESTER:

ADSC1006	Business Law	4	_____	_____
ADSC1036	Administrative Office Procedures	3	_____	_____
ADSC1141	Integrated Software Applications	3	_____	_____
ADSC1340	Business Job Seeking Skills	1	_____	_____
	Elective	5	_____	_____
TOTAL		16 Credits		

TOTAL CREDITS: 64