

**ANOKA TECHNICAL COLLEGE
ADMINISTRATIVE SPECIALIST
2008-2009 DIPLOMA
45 CREDITS**

General Education		10 Credits
COMP1000	Introduction to Computers (a)	3
ENGLISH	Choose one transferrable course	
SPEECH	Choose one transferrable course	

The courses listed above meet two (2) or three (3) required MN transfer Curriculum goal areas (areas 1, 2, 5 and/or 7) depending on the courses chosen. 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		34 Credits
ADSC1010	Keyboarding I (a)	3
ADSC1031	Business English Skills (f)	3
ADSC1205	Written Business Communications (b)	3
ADSC1036	Administrative Office Procedures (b or c)	3
ADSC1051	Office Accounting (f)	3
ADSC1141	Integrated Software Applications (c and d)	3
ADSC1161	Microsoft PowerPoint (d)	2
ADSC1171	Microsoft Excel (d)	2
ADSC1181	Microsoft Access (d)	2
ADSC1196	Microsoft Word (b)	4
ADSC1201	Desktop Publishing/Publisher (b or c)	2
ADSC1310	Machine Transcription (b)	3
ADSC1340	Business Job Seeking Skills (c)	1

Electives		1 Credit
ADSC1020	Keyboarding II (b)	3
ADSC1370	Skillbuilding I (b)	1
ADSC1060	Government, Courts, & Minn. Criminal Law	3
ADSC1090	Minnesota Family Law & Civil Litigation	4
ADSC1221	Intro to Health Information Management	2
HLTH1010	Medical Terminology	1
HLTH1040	Medical Terminology	2
PSYC1405	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.
- (i) A documented keyboarding skill of 50 WPM will be required to successfully pass this course.

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

FIRST SEMESTER:

ADSC1010	Keyboarding I	3	_____	_____
ADSC1031	Business English Skills	3	_____	_____
ENGLISH	Any transferrable English course	4	_____	_____
COMP1000	Introduction to Computers	3	_____	_____
TOTAL		13 Credits		

SECOND SEMESTER:

ADSC1205	Written business Communications	3	_____	_____
ADSC1196	Microsoft Word	4	_____	_____
ADSC1161	Microsoft PowerPoint	2	_____	_____
ADSC1171	Microsoft Excel	2	_____	_____
ADSC1181	Microsoft Access	2	_____	_____
SPCH	Any transferrable speech course	3	_____	_____
TOTAL		16 Credits		

THIRD SEMESTER:

ADSC1141	Integrated Software Applications	3	_____	_____
ADSC1036	Administrative Office Procedures	3	_____	_____
ADSC1201	Desktop Publishing	2	_____	_____
ADSC1051	Office Accounting	3	_____	_____
ADSC1310	Machine Transcription	3	_____	_____
ADSC1340	Business Job Seeking Skills	1	_____	_____
	Elective	1	_____	_____
TOTAL		16 Credits		

TOTAL CREDITS: 45