



Administrative Specialist Program Description(s)

Industry Description

The Administrative specialist performs many of the traditional administrative support functions, such as creating correspondence, handling mail, filing manually or electronically, transcribing business correspondence from machine dictation, answering telephones, operating copying/faxing equipment, performing accounting transactions, managing office supplies and making travel arrangements. In addition, they are often asked to research data via the Internet and other sources and to create a variety of projects with minimal direct instructions, utilizing their business knowledge and software skills to determine how a project might best be designed and carried out.

Because computers often allow managers and executives to perform much of their own word processing, administrative specialists in these offices are freed to take on project management duties, support several members of the professional staff, and work as part of a team.

The office duties an administrative specialist might be asked to perform may vary depending on the size of the office and the number of people supported by that specialist.

Program Description

The Administrative Specialist program consists of a core of administrative courses designed to develop basic office skills, including keyboarding, oral and written communication, accounting, and computer operations. Students receive extensive training on the most current software packages including word processing, spreadsheets, database, presentation graphics and desktop publishing. Practical application and decision making are emphasized throughout the program.

The central objective of the Administrative Specialist program is to assist students in developing to their fullest potential in preparing for an office job. Courses are designed to develop good work attitudes and habits, professional behavior patterns, along with high level skill development—all necessary for success in the business world.

This information is available in alternative formats by calling (763) 576-4700. TTY users can call Minnesota Relay at (800) 627-3529. Anoka Technical College • (763) 576-4700 • 1355 West Highway 10, Anoka, MN 55303 • A member of the Minnesota State Colleges and Universities System • Anoka Technical College is an equal opportunity, affirmative action employer and educator.

The certificate program is intended for people who are currently employed in an office setting and need to upgrade their skills. The certificate has credit transferability to the Administrative Specialist diploma and AAS program.

IMPORTANT ACCUPLACER Test Requirement: ACCUPLACER testing in math, reading and writing. Any needed developmental courses must be completed before receiving a diploma or an A.A.S. award.

Program Essentials

Length of Program

Administrative Specialist	AAS Degree	64 credits
Administrative Specialist	Diploma	45 credits
Office Assistant/Receptionist	Diploma	38 credits
Administrative Specialist	Certificate	28 credits
Office Assistant/Receptionist	Certificate	27 credits

Start Dates

Fall Semester	August
Spring Semester	January

Program Contact(s)

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For information on how to apply or how to schedule a campus tour please contact the Admissions Office by Phone (763) 576-4700 or by E-mail info@anokatech.edu

**Administrative Specialist
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

For remaining required general education credits, choose from any transferrable general education course.

Technical Core

39 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 1038	Administrative Office Procedures (b & d & h)	4
ADSC 1051	Office Accounting (f)	3
ADSC 1141	Integrated Software Applications (c & 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 & d)	4
ADSC 1201	Desktop Publishing/Publisher (b or c)	2
ADSC 1340	Business Job Seeking Skills (c)	1
COMP1000	Introduction to Computers (a)	3

Electives

10 Credits

Elective credits may be taken from the list of preapproved electives (as long as that course is not in the list of required courses). It is suggested that the student confer with program advisor for recommended electives. If a student wishes to take a course to fulfill the elective requirements which has not been preapproved, student may petition to do so.

ADSC Course Prerequisites:

- (a) The prerequisite to this course is COMP0100 (Basic Computer Keyboarding) or equivalent.
- (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) The prerequisite to this course is ADSC 1040 (Medical Terminology).
- (h) A documented keyboarding skill of 50 WPM will be required to successfully pass this course.

**Administrative Specialist
Diploma**

45 Credits

General Education

10 Credits

COMP1000	Introduction to Computers (a)	3
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ENGLISH

Choose one transferrable

course

SPEECH	Choose one transferrable course	
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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

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- (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.

**Office Assistant/Receptionist
Diploma**

38 Credits

General Education

7 Credits

Choose TWO transferrable courses from TWO of these Categories

ENGLISH

SPEECH

SOCIOLOGY OR PSYCHOLOGY

Technical Core

23 Credits

ADSC1010	Keyboarding I (a)	3
ADSC1031	Business English Skills (f)	3
ADSC 1038	Administrative Office Procedures (b & h OR d & h)	4
ADSC1196	Microsoft Word (b and d)	4
ADSC1340	Business Job Seeking Skills (c)	1
COMP1000	Introduction to Computers (a)	3
ADSC1205	Written Business Communications (e)	3
ADSC1171	Microsoft Excel (d)	2

Electives

8 Credits

Elective credits may be taken from the list of preapproved electives (as long as that course is not in the list of required courses). It is suggested that the student confer with program advisor for recommended electives. If a student wishes to take a course to fulfill the elective requirements which has not been preapproved, student may petition to do so.

ADSC Course Prerequisites:

- (a) The prerequisite to this course is COMP0100 (Basic Computer Keyboarding) or equivalent.
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- (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) The prerequisite to this course is ADSC 1040 (Medical Terminology).
 (h) A documented keyboarding skill of 50 WPM will be required to successfully pass this course.

**Administrative Specialist
 Certificate**

28 Credits

General Education

3 Credits

Choose ONE transferrable courses from ONE of these Categories

ENGLISH
 SPEECH
 SOCIOLOGY OR PSYCHOLOGY

Technical Core

22 Credits

ADSC 1010	Keyboarding I (a)	3
ADSC 1031	Business English Skills (f)	3
ADSC 1161	Microsoft PowerPoint (d)	2
ADSC 1171	Microsoft Excel (d)	2
ADSC 1181	Microsoft Access (d)	2
ADSC 1196	Microsoft Word (b & d)	4
COMP 1000	Introduction to Computers (a)	3
ADSC1205	Written Business Communications (e)	3

Electives

3 Credits

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 (g) The prerequisite to this course is ADSC 1040 (Medical Terminology).
 (h) A documented keyboarding skill of 50 WPM will be required to successfully pass this course.

**Office Assistant/Receptionist
Certificate**

27 Credits

General Education

3 Credits

Choose ONE transferrable courses from ONE of these Categories

ENGLISH

SPEECH

SOCIOLOGY OR PSYCHOLOGY

Technical Core

22 Credits

ADSC1010	Keyboarding I (a)	3
ADSC1031	Business English Skills (f)	3
ADSC1038	Administrative Office Procedures (b & d & h)	4
ADSC1196	Microsoft Word (b & d)	4
COMP1000	Introduction to Computers (a)	3
ADSC1205	Written Business Communications (e)	3
ADSC1171	Microsoft Excel (d)	2

Electives

2 Credits

Elective credits may be taken from the list of preapproved electives (as long as that course is not in the list of required courses). It is suggested that the student confer with program advisor for recommended electives. If a student wishes to take a course to fulfill the elective requirements which has not been preapproved, student may petition to do so.

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- (a) The prerequisite to this course is COMP0100 (Basic Computer Keyboarding) or equivalent.
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