

ANOKA TECHNICAL COLLEGE
Administrative Specialist Certificate Planning Form
Recommended Sequence by Semester

FIRST SEMESTER:

ADSC1010	Keyboarding I	3		
ADSC1031	Business English Skills	3		
COMP1000	Introduction to Computers	3		
	One General Education Course	3		
	Electives	3		
	TOTAL	15 Credits		

SECOND SEMESTER:

ADSC1196	Microsoft Word	4		
ADSC1161	Microsoft PowerPoint	2		
ADSC1171	Microsoft Excel	2		
ADSC1181	Microsoft Access	2		
ADSC1205	Written Business Communications	3		
	TOTAL	13 Credits		

TOTAL CREDITS: 28

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.