

ANOKA TECHNICAL COLLEGE
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	_____	_____
	Elective	2	_____	_____
	TOTAL	15 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	_____	_____
ADSC1038	Administrative Office Procedures	4	_____	_____
ADSC1201	Desktop Publishing	2	_____	_____
ADSC1051	Office Accounting	3	_____	_____
ADSC1340	Business Job Seeking Skills	1	_____	_____
	TOTAL	14 Credits		

TOTAL CREDITS: 45

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