

**ANOKA TECHNICAL COLLEGE**  
**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	_____	_____
<b>TOTAL</b>		<b>16 Credits</b>		

**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	2	_____	_____
<b>TOTAL</b>		<b>17 Credits</b>		

**THIRD SEMESTER:**

ADSC1051	Office Accounting	3	_____	_____
ADSC1181	Microsoft Access	2	_____	_____
ADSC1201	Desktop Publishing	2	_____	_____
SOSC or PSYC	General Education Course	4	_____	_____
	Elective	4	_____	_____
<b>TOTAL</b>		<b>15 Credits</b>		

**FOURTH SEMESTER:**

ADSC1006	Business Law	4	_____	_____
ADSC1038	Administrative Office Procedures	4	_____	_____
ADSC1141	Integrated Software Applications	3	_____	_____
ADSC1340	Business Job Seeking Skills	1	_____	_____
	Elective	4	_____	_____
<b>TOTAL</b>		<b>16 Credits</b>		

**TOTAL CREDITS: 64**

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