

# Administrative Specialist

## Associate of Applied Science-64 credits



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### General Education 15 Credits

ENGLISH Choose one transferrable course  
SPEECH Choose one transferrable course

Choose ONE transferrable course from ONE of these categories  
SOCIOLOGY OR PSYCHOLOGY

For remaining required general education credits, choose from any transferrable general education course. 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/](http://www.anokatech.edu/current_students/transfer/)

### Technical Core 45 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	1
COMP1000	Introduction to Computers (a)	3
ADSC 1341	Electronic Career Search	1
ADSC 1020	Keyboarding II (b)	3
ADSC 1450	Technology Tools for the Workplace	2

### Electives 4 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.

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.

**Program Contact(s)**

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**Administrative Specialist**  
**Associate of Applied Science-64 credits**  
**2011-2012 Recommended Sequence by Semester**



**(Register for this class if you DO NOT pass the 25 wpm keyboarding placement test. COMP 0100 – Basic Computer Keyboarding)**

<b>First Semester</b>		<b>Credits</b>	
ADSC 1010	Keyboarding I	3	_____
ADSC 1031	Business English Skills	3	_____
COMP 1000	Introduction to Computers	3	_____
General Education Course	Any transferrable English (ENGL)	4	_____
General Education Course	Any transferrable Speech (SPCH)	<u>3</u>	_____
		<b>16</b>	

<b>Second Semester</b>			
ADSC 1020	Keyboarding II	3	_____
ADSC 1196	Microsoft Word	4	_____
General Education Course	Any transferrable Psychology (PSYC) or Sociology (SOSC)	4	_____
ADSC 1205	Written Business Communications	3	_____
ADSC 1171	Microsoft Excel	<u>2</u>	_____
		<b>16</b>	

<b>Third Semester</b>			
ADSC 1201	Desktop Publishing	2	_____
ADSC 1181	Microsoft Access	2	_____
ADSC 1051	Office Accounting	3	_____
ADSC 1006	Business Law	4	_____
ADSC 1161	Microsoft Power Point	2	_____
General Education Course	General Education Elective Course(s)	<u>4</u>	_____
		<b>17</b>	

*(Once you fulfill the English, Speech, Psychology or Sociology requirements, the remaining General Education credits are your choice.)*

<b>Fourth Semester</b>			
ADSC 1141	Integrated Software Applications	3	_____
ADSC 1341	Electronic Career Search	1	_____
ADSC 1340	Business Job Seeking Skills	1	_____
ADSC 1038	Administrative Office Procedures	4	_____
Technical Electives	Any credits of your choice	4	_____
ADSC 1450	Technology Tools for Workplace	<u>2</u>	_____
		<b>15</b>	