

Administrative Specialist Certificate-28 credits



General Education **3 Credits**

Choose ONE transferrable course from ONE of these categories.

ENGLISH

SPEECH

SOCIOLOGY OR PSYCHOLOGY

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 **25 Credits**

COMP1000	Introduction to Computers (a)	3
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
ADSC 1020	Keyboarding II (b)	3
ADSC 1205	Written Business Communications (e)	3

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 ADSC1031 (Business English).
- (f) The prerequisite to this course is passing grade on the assessment testing for applicable content.

Program Contact(s)

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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.

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2011-2012 Recommended Sequence by Semester

COMP 0100 Basic Computer Keyboarding 2
(Register for this class if you DO NOT pass the 25 wpm keyboarding placement test.)

First Semester		Credits	
ADSC 1010	Keyboarding I	3	___
(Register for ADSC 1010 if you DO pass the 25 wpm keyboarding placement test.)			
ADSC 1031	Business English Skills	3	___
COMP 1000	Introduction to Computers	3	___
General Education course	Any transferrable Gen. Ed. course	3	___
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Second Semester			
ADSC 1196	Microsoft Word	4	___
ADSC 1205	Written Business Communications	3	___
ADSC 1171	Microsoft Excel	2	___
ADSC 1181	Microsoft Access	2	___
ADSC 1161	Microsoft Power Point	2	___
ADSC 1020	Keyboarding II	3	___
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