

Administrative Specialist Diploma-45 credits



General Education **7 Credits**

Choose TWO transferrable courses from TWO of these categories.

ENGLISH

SPEECH

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/

Technical Core **38 Credits**

| | | |
|-----------|--|---|
| 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 1020 | Keyboarding II (b) | 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.

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.

- (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.
- (g) The prerequisite to this course is ADSC1040 (Medical Terminology).
- (h) A documented keyboarding skill of 50 WPM will be required to successfully pass this course.

Program Contact(s)

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Administrative Specialist

Diploma-45 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)

| 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 | ___ |
| ENGL | Any transferrable English course | 4 | ___ |
| | | 13 | |
| Second Semester | | | |
| ADSC 1020 | Keyboarding II | 3 | ___ |
| ADSC 1161 | Microsoft Power Point | 2 | ___ |
| ADSC 1171 | Microsoft Excel | 2 | ___ |
| ADSC 1181 | Microsoft Access | 2 | ___ |
| ADSC 1196 | Microsoft Word | 4 | ___ |
| ADSC 1205 | Written Business Communications | 3 | ___ |
| | | 16 | |
| Third Semester | | | |
| ADSC 1141 | Integrated Software Applications | 3 | ___ |
| ADSC 1038 | Administrative Office Procedures | 4 | ___ |
| ADSC 1201 | Desktop Publishing | 2 | ___ |
| ADSC 1051 | Office Accounting | 3 | ___ |
| ADSC 1340 | Business Job Seeking Skills | 1 | ___ |
| SPCH | Any transferrable Speech course | 3 | ___ |
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