

ANOKA TECHNICAL COLLEGE
Office Assistant/Receptionist Certificate Planning Form
Recommended Sequence by Semester

FIRST SEMESTER:

ADSC1010	Keyboarding I	3	_____
ADSC1031	Business English Skills	3	_____
COMP1000	Introduction to Computers	3	_____
	General Education Course	3	_____
	TOTAL	12 Credits	

SECOND SEMESTER:

ADSC1037	Administrative Office Procedures	4	_____
ADSC1196	Microsoft Word	4	_____
ADSC1205	Written Business Communications	3	_____
ADSC1171	Microsoft Excel	2	_____
	Electives	2	_____
	TOTAL	15 Credits	

TOTAL CREDITS: 27

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.