

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

FIRST SEMESTER:

	General Education Course	4	_____
ADSC1010	Keyboarding I	3	_____
ADSC1031	Business English Skills	3	_____
COMP1000	Introduction to Computers	3	_____

TOTAL **13 Credits**

SECOND SEMESTER:

	Microsoft Word	4	_____
	General Education Course	3	_____
	Electives	3	_____
ADSC1205	Written Business Communications (b)	3	_____

TOTAL **13 Credits**

THIRD SEMESTER:

ADSC1038	Administrative Office Procedures	4	_____
ADSC1340	Business Job Seeking Skills	1	_____
	Electives	5	_____
ADSC1171	Microsoft Excel (d)	2	_____

TOTAL **12 Credits**

TOTAL CREDITS: 38

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.