

# Office Assistant/Receptionist Certificate - 27 credits



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## 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/](http://www.anokatech.edu/current_students/transfer/)

## Technical Core

**24 Credits**

ADSC 1010	Keyboarding I (a)	3
ADSC 1031	Business English Skills (f)	3
ADSC 1038	Administrative Office Procedures (b & d & h)	4
ADSC 1196	Microsoft Word (b & d)	4
COMP1000	Introduction to Computers (a)	3
ADSC 1205	Written Business Communications (e)	3
ADSC 1171	Microsoft Excel (d)	2
ADSC 1340	Business Job Seeking Skills	1
ADSC 1341	Electronic Career Search	1

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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**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.)**

<b>First Semester</b>		<b>Credits</b>	
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	English, Speech, Sosc. Or Psych.	<u>3</u>	___
		<b>12</b>	

<b>Second Semester</b>			
ADSC 1038	Administrative Office Procedures	4	___
ADSC 1196	Microsoft Word	4	___
ADSC 1205	Written Business Communications	3	___
ADSC 1171	Microsoft Excel	2	___
ADSC 1340	Business Job Seeking Skills	1	___
ADSC 1341	Electronic Career Search	<u>1</u>	___
		<b>15</b>	