2014-2015

Administrative Specialist

Associate in Applied Science (AAS) Degree

Technical/Elective Requirements	45
General Education/MnTC	15
TOTAL CREDITS	60

Program Information

The Anoka Technical College Administrative Specialist associate in applied science (AAS) degree is a 60-credit program that takes four semesters to complete.

See *Industry Information*.

Prerequisites

See *Credits*:

[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 ADSC 1031 (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 ADSC 1040 (Medical Terminology).*

[H] *A documented keyboarding skill of 50 WPM will be required to successfully pass this course.*

Graduation Requirements

ACCUPLACER Test Requirement: Anoka Technical College requires that all students seeking an associate in applied science (AAS) or diploma have new student assessment scores exempting them from taking basic math, basic English, and reading or complete basic math, basic English, and/or reading courses with a "C" grade or better.

The required math and English courses may have prerequisites depending on your Accuplacer assessment score.

See Graduation Standards in the *Student Handbook*.

NOTE: Program plans are subject to change. Please contact your program advisor for the most current program information.

Transfer Opportunities

To see how this program transfers to other programs, review the Anoka Tech articulation agreements at Minnesota Transfer. Articulation agreements are transfer agreements with specific programs and partnering schools. These agreements detail how specific courses transfer to a specific program at the partnering school. For a complete list of Anoka Tech's articulation agreements listed by program please see this Minnesota Transfer link.
This program may also include Minnesota Transfer Curriculum (MnTC) courses. MnTC courses transfer to meet MnTC general education courses throughout the Minnesota State Colleges and Universities (MnSCU) system. MnTC courses from Anoka Technical College transfer to any MnSCU institution to meet the same goal areas that are met at Anoka Tech. Students are encouraged to contact the Office of Records and Registration at all transfer schools for details about the institution's transfer process and policies.
For more information please visit our Transfer page.

Industry Information

Microcomputer technology/administrative assistants perform a full range of office tasks.

They use a variety of software packages (word processing, spreadsheets, databases, graphics, desktop publishing, multi-media, etc.) to create, record, edit, and store correspondence, reports, tables, and forms from many sources.

They may also read and route incoming mail, file and retrieve correspondence and other records manually or electronically, transcribe business correspondence from machine dictation, answer telephones and give information to callers or route calls to the appropriate individual, operate copying/faxing and postage-metering equipment, perform accounting transactions, and make travel arrangements.

In some offices, microcomputer technology/administrative assistants may be responsible for one or two of these areas. In a small office, they may be responsible for all of them.

(continued on back)

Technical Education — 45 Credits

Core ..... 43 Credits

☐ ACCT 1065	Computerized Accounting Quickbooks	2
☐ ADSC 1010	Keyboarding I [A]	3
☐ ADSC 1020	Keyboarding II [B]	3
☐ ADSC 1031	Business English Skills [F]	3
☐ ADSC 1038	Administrative Office Procedures [B,D&H]	4
☐ ADSC 1053	Office Bookkeeping [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 [C&D]	2
☐ ADSC 1205	Written Business Communications [E]	3
☐ ADSC 1340	Business Job Seeking Skills [C]	1
☐ ADSC 1341	Electronic Career Search	1
☐ ADSC 1450	Technology Tools for the Workplace	2
☐ COMP 1000	Introduction to Computers [A]	3

Electives ..... 2 Credits

Choose any two-[2] credit Supervisory Management class.

General Education/MnTC Requirements — 15 Credits

Choose ONE transferable course from EACH of these categories: ENGLISH and SPEECH

Choose ONE transferable course from ONE of these categories: SOCIOLOGY or PSYCHOLOGY

The remaining general education credits must be taken from the Minnesota Transfer Curriculum (MnTC). Refer to the Anoka Technical College Web site for a list of the MnTC and their goal areas.

Also see: ***Administrative Specialist diploma, Administrative Specialist certificate, Office Assistant/Receptionist diploma and Office Assistant/Receptionist certificate***

This information is available in alternative formats by calling 763-576-4069 TTY users can call Minnesota Relay at 800-627-3529 • A member of the Minnesota State Colleges and Universities System • Anoka Technical College is an equal opportunity, affirmative action employer and educator. Accredited by the Higher Learning Commission.

ANOKA TECHNICAL COLLEGE

Anoka Technical College
1355 West Highway 10
Anoka, MN 55303
763-433-1100
AnokaTech.edu

Rev. 4/2014

2014-2015

Administrative Specialist

Associate in Applied Science (AAS) Degree

Technical/Elective Requirements	45
General Education/MnTC	15
TOTAL CREDITS	60

Wage/Outlook/Advancement

Wage information is available from the Minnesota Department of Education and the Minnesota Department of Employment and Economic Development

Start Dates

Fall Semester	August
Spring Semester	January

Faculty Contact

Darla Cullen	763-576-4018
Deb Catlett	763-576-4018
For services during Summer hours contact Enrollment Services	763-576-7710

For information on how to apply or to schedule a tour, please contact Admissions by phone 763-576-7710 or by email at info@anokatech.edu

Sample Program Sequence

	Fall Semester	Spring Semester
FIRST YEAR	**ADSC 1010 ... 3	ADSC 1020 ... 3
	ADSC 1031 ... 3	ACCT 1065 ... 2
	COMP 1000 ... 3	ADSC 1161 ... 2
	*ADSC 1053 ... 4	ADSC 1171 ... 2
	*SPCH ... 3	ADSC 1196 ... 4
	TOTAL ... 15	ADSC 1205 ... 3
		TOTAL ... 16
	Fall Semester	**Spring Semester**
SECOND YEAR	ADSC 1038 ... 4	ADSC 1141 ... 3
	ADSC 1181 ... 2	ADSC 1340 ... 1
	ADSC 1201 ... 2	ADSC 1341 ... 1
	*ENGLISH ... 4	ADSC 1450 ... 2
	*SPCH or PSYC ... 4	General Education ... 4
	TOTAL ... 16	Supervisory Mgmt ... 2
		TOTAL ... 13

**Any transferable course with this course prefix. Once English, Speech, Psychology and Sociology requirements are fulfilled, the remaining general education requirements are the student's choice.*

***Register for ADSC1010 if you do not pass 25 WPM keyboarding placement test.*

Although the general education courses are listed in the sequence above, the courses may be taken any semester and in any order.

This information is available in alternative formats by calling 763-576-4069. TTY users can call Minnesota Relay at 800-627-3529 • A member of the Minnesota State Colleges and Universities System • Anoka Technical College is an equal opportunity, affirmative action employer and educator. Accredited by the Higher Learning Commission.

ANOKA TECHNICAL COLLEGE

Anoka Technical College
1355 West Highway 10
Anoka, MN 55303
763-433-1100
AnokaTech.edu

Rev. 4/2014