The Anoka Technical College Administrative Specialist Associate in Applied Science (AAS) degree is a 60-credit program that prepares students with the broad range of technical and communications skills needed for success in today’s office work environment. Students will gain competence in word processing, spreadsheet, database, and presentation software. Keyboarding speed and accuracy is developed while grammar, punctuation and writing skills are polished. Students study bookkeeping theory and learn general ledger software in order to prepare them for general bookkeeping or accounts receivable or accounts payable positions. Students are well prepared to fulfill any office support position and may advance to office management.

**Technical Requirements 45 Credits**

- General Education/MnTC 15 Credits

**Graduation Requirements**

A documented 5-minute timed keyboarding skill of 45 net words per minute is required for graduation from this program.

All Anoka Technical College students seeking an Associate in Applied Science (AAS) degree, diploma, or certification must meet the grade-point average (GPA) of 2.0 or higher. Please contact your advisor for any further program graduation requirements.

**Prerequisites**

See Credits:

[A] The prerequisite to ADSC1010 Keyboarding I is ADSC1003 Introduction to Keyboarding and Speedbuilding.

[B] The prerequisite to ADSC1021 Keyboarding II is ADSC1010 Keyboarding I.

Some courses may require an Accuplacer/ACT score or completion of basic math, basic English, and/or reading courses with a “C” or better.

**Transfer Opportunities**

To see how credits from this program may transfer into other Anoka Technical College programs or into a program at another college, visit:

- Minnesota Transfer: [www.mntransfer.org/students/plan/s_agreements.php?numResults=25&archive=false&from_inst=70&from_prog=&to_inst=&Search=Search](http://www.mntransfer.org/students/plan/s_agreements.php?numResults=25&archive=false&from_inst=70&fromProg=&toInst=&Search=Search)

- Anoka Technical College transfer student: [www.anokatech.edu/BecomeStudent/Transfers.aspx](http://www.anokatech.edu/BecomeStudent/Transfers.aspx)

**Industry Information**

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 creates, 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 and faxing equipment, perform bookkeeping duties, transactions and make travel arrangements.

In some offices, administrative support specialists may be responsible for one or two of these areas. In a small office, they may be responsible for all of them.

**Wage/Outlook/Advancement**

Wage information is available from the [Minnesota Department of Employment and Economic Development](http://mn.gov/deed/job-seekers/job-outlook/index.jsp).

**Technical Credits: 45 Credits**

- [ADSC 1003 Introduction to Keyboarding & Speedbuilding](#)... 2
- [ADSC 1010 Keyboarding I】【A】... 3
- [ADSC 1021 Keyboarding II】【B】... 3
- [ADSC 1031 Business English Skills]... 3
- [ADSC 1045 Administrative Office Procedures]... 4
- [ADSC 1054 Office Bookkeeping]... 4
- [ADSC 1142 Integrated Software Applications]... 4
- [ADSC 1162 Microsoft PowerPoint]... 2
- [ADSC 1171 Microsoft Excel]... 2
- [ADSC 1181 Microsoft Access]... 2
- [ADSC 1196 Microsoft Word]... 4
- [ADSC 1206 Written Business Communications]... 4
- [ADSC 1451 Technology Tools for the Workplace]... 3
- [SMGT 2602 Project Management]... 3

**Electives**

Choose any two (2) credit Supervisory Management course.

**General Education/MnTC Requirements: 15 Credits**

- [INTS 1000 Critical Thinking Application for College]... 3
- Choose 12 credits from MnTC from THREE different MnTC goal areas

*Also see: Administrative Specialist diploma and Administrative Specialist certificate.*

**Start Dates**

- Fall Semester: August
- Spring Semester: January

**Faculty Contact**

Darla Cullen: 763-576-4176
Deb Catlett: 763-576-4025

For information on how to apply, to schedule a tour, or for service during summer hours, contact Enrollment Services at 763-576-7710 or [EnrollmentServices@anokatechedu](mailto:EnrollmentServices@anokatechedu)
2016-2017

**Administrative Specialist**
Associate in Applied Science (AAS) Degree

(continued)

### Sample Program Sequence:

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^and ^B: See Prerequisites