2015-2016

Administrative Assistant

Certificate

Program Information

The Anoka Technical College Administrative Specialist certificate is a 28-credit program that takes two 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.

Some courses may require an Accuplacer score or completion of basic math, basic english, and/or reading courses with a "C" or better.

Graduation Requirements

All Anoka Technical College students seeking an Associate in Applied Science (AAS), 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.

Transfer Opportunities

The Administrative Specialist certificate program has credit transferability to the Administrative Specialist associate in applied science (AAS) degree and diploma programs.

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.
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.

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.

Technical Requirements	28
TOTAL CREDITS	28

Technical Education — 28 Credits

☐ ADSC1010	Keyboarding I [A]	3
☐ ADSC1020	Keyboarding II [B]	3
☐ ADSC1031	Business English Skills [F]	3
☐ ADSC1161	Microsoft PowerPoint [D]	2
☐ ADSC1171	Microsoft Excel [D]	2
☐ ADSC1181	Microsoft Access [D]	2
☐ ADSC1196	Microsoft Word [B&D]	4
☐ ADSC1201	Desktop Publishing/Publisher [B or C]	2
☐ ADSC1205	Written Business Communications [E]	3
☐ ADSC1340	Business Job Seeking Skills	1
☐ COMP1000	Introduction to Computers [A]	3

Also see: Administrative Specialist associate in applied science (AAS) degree, Administrative Specialist diploma, Office Assistant/Receptionist diploma and Office Assistant/Receptionist certificate

Start Dates

Fall Semester ..... August
Spring Semester ..... January

Faculty Contact

Darla Cullen 763-576-4018
DebCatlett 763-576-4025
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	*ADSC1010	3	ADSC1020	3
	ADSC1031	3	ADSC1171	2
	COMP1000	3	ADSC1196	4
	TOTAL	9	ADSC1205	3
			TOTAL	12
SECOND YEAR	Fall Semester			
	ADSC1161	2		
	ADSC1181	2		
	ADSC1201	2		
	ADSC1340	1		
	TOTAL	7		

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Wage/Outlook/Advancement

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

Gainful Employment

See AnokaTech.edu/common content/subjectstostudy/GainfulEmployment/AdminAsstSecretarialScienceGenCert.pdf

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.

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ANOKA TECHNICAL COLLEGE

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