

Part-time Course Sequence Options

Administrative Office Specialist, Office Communication Specialist and Office Software Specialist

Students can choose to complete the Office Specialist programs part-time. Part-time students will take longer to complete their program than students who follow the full-time sequence listed on the official program guides (see: [Administrative Office](#) or [Office Communication](#) or [Office Software Specialist](#)). Because every course may not be offered each semester, it is important for part-time students to reach out to their faculty advisor for help in planning their long-term, part-time course sequence.

Below, new students can find the first semester part-time course options. After the first semester, work with your faculty advisor to plan future semesters.

First Semester Part-Time Course Options

Options differ depending on whether you plan to start in the fall or spring semester:

Program	Fall or Spring Start Courses
Administration Office Specialist, Office Communication Specialist, Office Software Specialist	ADSC 1003, COMP 1002, INTS 1000

If you want to consider alternative part-time options with fewer credits, reach out to your faculty advisor for guidance.

Questions? Need Help?

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@anokatech.edu

For detailed questions about your program or to plan your long-term part-time sequence, reach out to your faculty advisor:

Contact	Phone Number	email
Darla Cullen	763-576-4018	DCullen@anokatech.edu
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