

Administrative Specialist

Associate in Applied Science (AAS) Degree

Technical 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 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.

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.

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.

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](http://www.mntransfer.org/students/plan/s_agreements.php?numResults=25&archive=false&from_inst=70&from_prog=&to_inst=&Search=Search): (www.mntransfer.org/students/plan/s_agreements.php?numResults=25&archive=false&from_inst=70&from_prog=&to_inst=&Search=Search)
- [Anoka Technical College transfer student](http://www.anokatech.edu/BecomeStudent/Transfers.aspx): (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 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 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) (<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 2
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](mailto:Darla.Cullen@anokatech.edu) 763-576-4176
[Deb Catlett](mailto:Deb.Catlett@anokatech.edu) 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@anokatech.edu



(continued)

2016-2017

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Sample Program Sequence:

Full Time

	Fall Semester	Spring Semester
1st YEAR	ADSC 1003 2	ADSC 1010 ^[A] 3
	ADSC 1031 3	ACCT 1181 2
	ADSC 1054 4	ADSC 1206 4
	ADSC 1196 4	ADSC 1451 3
	INTS 1000 3	SMGT Elective 2
	TOTAL 16	TOTAL 14
2nd YEAR	ADSC 1021 ^[B] 3	ADSC 1142 4
	ADSC 1045 4	SMGT 2602 3
	ADSC 1162 2	Gen Ed/MnTC 8
	ADSC 1171 2	TOTAL 15
	Gen Ed/MnTC 4	
	TOTAL 15	

^A and ^B: See Prerequisites

