

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

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

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.*

Also see *Graduation Requirements*.

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

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

The Minnesota General Education Transfer Curriculum (MnTC) allows students to transfer lower division general education from one Minnesota State College and University institution to another. The Minnesota Transfer Curriculum general education credits from Anoka Technical College transfer to any Minnesota State College or University or institution of a student's choosing. For information about transferring other credits, please contact the Registrar's Office at the institution to which you are transferring.

Industry Information

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

They use a variety of software packages (word processing, spreadsheets,

Technical Requirements	25
General Education/MnTC	3
TOTAL CREDITS	28

Technical Education

25 Credits

<input type="checkbox"/> ADSC1010	Keyboarding I ^[A]	3
<input type="checkbox"/> ADSC1020	Keyboarding II ^[B]	3
<input type="checkbox"/> ADSC1031	Business English Skills ^[F]	3
<input type="checkbox"/> ADSC1161	Microsoft PowerPoint ^[D]	2
<input type="checkbox"/> ADSC1171	Microsoft Excel ^[D]	2
<input type="checkbox"/> ADSC1181	Microsoft Access ^[D]	2
<input type="checkbox"/> ADSC1196	Microsoft Word ^[B,C,D]	4
<input type="checkbox"/> ADSC1205	Written Business Communications ^[E]	3
<input type="checkbox"/> COMP1000	Introduction to Computers ^[A]	3

General Education/MnTC Requirements

3 Credits

Choose ONE transferable courses from ONE of these categories: ENGLISH, SPEECH, SOCIOLOGY or PSYCHOLOGY

The three (3) 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: AnokaTech.edu/current_students/transfer/

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

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.

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/commoncontent/subjectstostudy/GainfulEmployment/AdminAsstSecretarialScienceGenCert.pdf

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Start Dates

Fall Semester August
 Spring Semester January

Faculty Contact

Darla Cullen
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 Email.....dcullen@anokatech.edu

For information on how to apply or to schedule a tour, please contact Admissions by phone 763-576-4700 or by email at info@anokatech.edu

Sample Program Sequence

	Fall Semester	Spring Semester
FIRST YEAR	**ADSC1010.....3	ADSC10203
	ADSC10313	ADSC11612
	COMP 10003	ADSC11712
	*Gen Education.....3	ADSC11812
	TOTAL..... 12	ADSC11964
		ADSC12053
		TOTAL..... 16

**Any transferable general education course. See English, Psychology, Sociology or Speech.*

***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.