Administrative Office Specialist
Associate of Applied Science (AAS) Degree

Technical Credits........................ 45
MnTC General Education Credits..... 15
Total Credits 60

Program Information

The Anoka Technical College Administrative Office Specialist Associate of Applied Science (AAS) degree is a 60-credit online program that prepares students with the broad range of technical and communications skills needed for success in today's office work environment.

Students 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 to prepare them for general bookkeeping, accounts receivable or accounts payable positions.

Students are well prepared to fill any office support position and may advance to office management.

The AAS degree includes 15 general education credits which further enhance the educational experience and may better prepare students for advancement in jobs with employers that prefer or require a degree. Completion of a degree shows commitment and dedication to the educational experience and can be advantageous for students seeking jobs beyond entry level.

Program Learning Outcomes

1. Define and recognize business etiquette and professionalism in the workplace and exhibit these skills in class interactions and communications such as e-mail and the discussion board.
2. Show basic keyboarding competency.
3. Utilize software applications necessary for business office operations including file management, e-mail, calendaring, search engines, word processing, spreadsheet, and presentation software.
4. Employ intermediate to advanced Microsoft Word skills to create and edit flyers, letters, and reports using templates, mail merge, and building blocks.
5. Employ intermediate to advanced PowerPoint skills to create business presentations that demonstrate appropriate design techniques.
6. Employ intermediate to advanced Microsoft Excel skills to use formulas and functions to create and edit worksheets, workbooks, charts and graphics, lookup tables, pivot tables, and charts as used in business scenarios.
7. Employ intermediate to advanced Microsoft Access skills to practice how to plan, design, create, and query a database, generate reports, and produce input user forms while recognizing correct database design concepts.
8. Apply accounting principles as they pertain to business office bookkeeping scenarios. Complete an accounting simulation by applying bookkeeping functions using QuickBooks.
9. Practice methods to integrate Office 365 software to achieve efficiency in office operations.
10. Recognize and use correct mechanics, grammar, punctuation, and usage appropriate for professional business communications.
11. Express thoughts clearly, concisely, and appropriately in verbal and written format by consistently using correct formatting and message approach (direct, indirect).
12. Demonstrate proficiency in keyboarding speed and accuracy and knowledge of correct document formatting.
13. Demonstrate knowledge of roles and functions of various professionals; collaborate and problem-solve as part of the office team.

Industry and Career Outlook

Administrative office specialists perform a full range of office responsibilities. They collaborate with administrators and other support personnel to ensure efficiency and accuracy in all office tasks. This includes employing a variety of software packages which may include word processing, database, presentation, desktop publishing, electronic calendaring and meeting, and bookkeeping software.

Other types of responsibilities include executing mail procedures, preparing communications, such as emails, invoices, reports, and other correspondence, maintain filing systems, both electronic and physical, managing accounts and performing bookkeeping duties. In some offices, administrative office specialists may be responsible for one or two of these areas. In a small office, they may be responsible for all of them.

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

Program Start Dates

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

Course Prerequisites

Some courses in this program may require a prerequisite. Please see course descriptions for more details.

MnTC General Education Requirements

This program requires completion of the following fifteen credits of general education from at least three goal areas of the Minnesota Transfer Curriculum (MnTC). Refer to the MnTC course list for elective courses:

☐ ENGL 2105   Business and Technical Writing (Goal 1) 4
☐ MnTC Electives...11
Recommended MnTC Electives:
COMM 1055 Strengths and Wellness (Goal 2) (Recommended) 3

Program Sequence

Fall Semester	....**16**	
☐ ADSC 1003	Introduction to Keyboarding & Speedbuilding ...	2
☐ ADSC 1171	Microsoft Excel	2
☐ ADSC 1197	Microsoft Word...	4
☐ COMM 1055	Strengths and Wellness (Recommended).............	3
☐ COMP 1002	Computer Technologies for Communication.......	2
☐ Technical Elective	....	3
Spring Semester	....**15**	
☐ ADSC 1010	Keyboarding I	3
☐ ADSC 1031	Business English Skills......................................	3
☐ ADSC 1181	Microsoft Access	2
☐ ADSC 1206	Written Business Communications.....................	4
☐ Technical Elective	....	3

ANOKA TECHNICAL COLLEGE
A member of Minnesota State

2023-2024
Administrative Office Specialist
Associate of Applied Science (AAS) Degree

Fall Semester **14**
☐ ADSC 1045 Administrative Office Procedures 4
☐ ADSC 1054 Office Bookkeeping 4
☐ ADSC 1162 Microsoft PowerPoint 2
☐ ENGL 2105 Business and Technical Writing.......................... 4
Spring Semester **15**
☐ ADSC 1142 Integrated Software Applications 4
☐ MnTC Electives 8
☐ Technical Elective.. 3
Choose any nine technical elective credits from the following list of courses:
☐ Any SMGT courses
☐ ADSC 1006 Business Law 4
☐ ADSC 1055 Electronic Health Records 2
☐ ADSC 1115 Legal Procedures 5
☐ ADSC 1283 Medical Office Procedures................................. 4
☐ HITM 1110 Medical Terminology in Health Information....... 3

Graduation Requirements

Students must earn a cumulative 2.0 GPA or higher to be eligible for graduation from this program.

Faculty Contact

Darla Cullen.. 763-576-4018
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@anokatech.edu

Also see: Administrative Office Specialist diploma, Administrative Office Specialist certificate, Office Software Specialist certificate, and Office Communications Specialist certificate

ANOKA
TECHNICAL COLLEGE
A member of Minnesota State