

Lake Superior College

Program Planner

Created on: 03/01/05

Updated: 02/10/11

Effective: *Fall 2011*

Qualified applicants should be aware that program class sizes are limited, which may delay acceptance into the program.

You may be required to complete additional (or less) coursework, dependent upon the results of your Computerized Placement Test (CPT) and/or previous coursework completed or certifications earned.

Program: **Administrative Office Specialist**

Degree Type: **Associate in Applied Science**

Total Required Credits: **60**

Pre-program Requirements

Successful entry into this program requires a specific level of skill in the areas of English and reading. Program entry will depend, in part, on meeting the prerequisites listed below:

English:

- A score of 86 or higher on the Sentence Skills portion of the CPT, OR
- Completion of ENGL0460 or its equivalent transfer course or higher.
- If required, ENGL0460 may be taken concurrently with Semester I coursework.

Reading:

- A score of 78 or higher on the Reading Comprehension portion of the CPT, OR
 - Completion of READ0465 or its equivalent transfer course or higher.
 - If required, READ0465 may be taken concurrently with Semester I coursework.
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Required Pre-technical Course

(NOTE: If student types less than 20 wpm.)

Course ID# (concurrent)	Course Title (Pre-reqs)	Term	Credits	Grade/ Term
ADSC1710 (Yes)	Introduction to Keyboarding (None)	F/S	1	

Semester I

Course ID#	Course Title (Pre-reqs)	Term	Credits	Grade/ Term
FYE1000	Intro to College (None)	F	1	
ADSC1415	Keyboarding I (ADSC1710 or equivalent or instructor's consent)	F/S	4	
ADSC1420	Business Communications (College-level reading and writing; keyboarding/word processing ability or concurrent enrollment in a keyboarding course)	F/S	3	
ADSC1422	Business Vocabulary/Proofreading (READ0465 and ENGL0460 or concurrent enrollment)	F/S	2	
ADSC1440	General Office Procedures (ADSC1415, equivalent, or concurrent enrollment in ADSC1415)	F	3	
ADSC1441	Bookkeeping (None)	F	2	
ADSC1715	Word Processing (ADSC1710 or instructor's consent)	F/S	2	
Total Credits for Term			17	

Semester II

Course ID#	Course Title (Pre-reqs)	Term	Credits	Grade/ Term
ADSC1416	Keyboarding II (ADSC1415 and the ability to keyboard at 40 net wpm)	S	4	
ADSC1421	Business Presentations (ADSC1420, ADSC1430, or ADSC1719; concurrent enrollment in either of these courses or instructor's consent)	S	3	
ADSC1430	Microsoft Office (READ0465 and ENGL0460 or concurrent enrollment; ability to type a minimum of 20 wpm)	F/S	3	
ADSC1442	Records Management (ADSC1440, ADSC1511, ADSC1611, or instructor's consent)	S	2	
ADSC1452	General Transcription (ADSC1420 or concurrent enrollment and ADSC1415 or concurrent enrollment)	S	2	
Total Credits for Term			14	

Semester III

Course ID#	Course Title (Pre-reqs)	Term	Credits	Grade/ Term
ACCT1410	Financial Accounting Principles I (ENGL0460, MATH0470, and READ0465)	F/S	3	
ADSC1431	Microsoft Office Advanced (ADSC1430)	F	3	
ADSC1718	Keyboarding Drills (ADSC1415 or equivalent; 35 wpm)	F/S	1	
BUS1402	Principles of Management (None)	F/S	3	
ENGL1106	Composition I (College-level reading and writing)	F/S	3	
Total Credits for Term			13	

Semester IV

Course ID#	Course Title (Pre-reqs)	Term	Credits	Grade/ Term
ADSC1432	Office Capstone (ADSC1430; college-level reading and writing)	S	2	
ADSC2497	Internship (Advisor's consent)	F/S	3	
COMM1105	Interpersonal Communication (College-level reading and writing)	F/S	3	
ENGL1109	College Composition II (ENGL1106 with a grade of "C" or better)	F/S	3	
	General Education Electives (Refer to Table 1)	F/S	5	
Total Credits for Term			16	

Table 1: General Education Requirements (15 Credits)

General Education courses shall be selected from at least three (3) of the ten (10) goal areas of the Minnesota Transfer Curriculum. The general education courses listed below are required and satisfy the MTC goal areas.

Course ID#	MTC Goal Area	Credits	Grade/ Term
FYE1000		1	
COMM1105	1	3	
ENGL1106	1	3	
ENGL1109	1	3	
General Education – Other (Two additional goal areas)		5	

- *All courses in diploma and/or certificate programs are acceptable for credit toward Lake Superior College degree programs as indicated on individual program planners.*
- *This is not a contract; Lake Superior College reserves the right to change the planner as necessary.*
- *This document can be made available in alternative formats, such as large print, Braille, or audio tape, by calling 733-7650 or MRS/TTY 800-627-3529.*