ABOUT THE PROGRAM
Today's businesses realize it takes efficiency and effectiveness on the part of the office staff to be successful. If your ideal work environment includes using high-tech equipment, working well with people, being organized and attentive to detail, and handling a variety of different tasks, a career as an office assistant may be a satisfying choice.

PROGRAM OUTCOMES
• Demonstrate effective workplace communications.
• Apply technology skills to business and administrative tasks.
• Perform routine office procedures.
• Model professionalism in the workplace.
• Maintain internal and external relationships.

CAREER AND EDUCATION ADVANCEMENT OPPORTUNITIES
LTC credits transfer to over 30 universities. For more information visit gotoltc.edu/future-students/transfer.

ADMISSIONS AND FIRST SEMESTER ENROLLMENT STEPS
 - Submit online application.
 - Complete the online Student Success Questionnaire.
 - Schedule your 1st Time Program Counseling/Registration Session with your assigned program counselor to plan your first semester schedule, review your entire plan of study and discuss the results of the Student Success Questionnaire.
Submit transcripts and test scores (optional, highly recommended): College transcripts, along with high school transcripts and test scores from within the last five years, used for course registration. Official transcripts needed for transferring college credit(s) and for financial aid purposes.

FUTURE SEMESTER ENROLLMENT STEPS
- Complete online Student Success Tutorial prior to registering for second semester.

APPROXIMATE COSTS
• $146.20 per credit tuition (WI resident) plus $8.77 per credit student activity fee. Material fee varies depending on course. Other fees vary by program. Visit gotoltc.edu/financial-aid/tuition-and-fees for details.

FINANCIAL AID
This program is eligible for financial aid. Visit gotoltc.edu/Financial-Aid or talk with your Admissions Advisor about how to apply for aid.

SPECIAL NOTE
Keyboard Speedbuilding assessments must be proctored at an LTC testing site.

Learn when you want. Progress at your own pace. Receive personalized coaching and support. The full CBE definition may be found at gotoltc.edu/cbe.

RELATED PROGRAMS
• Administrative Professional Associate Degree

CONTACT
LTC Admissions Advisor
920.693.1162 • Admissions@gotoltc.edu

Catalog No.	Class Title	Credit(s)
Term 1		
10103121	Excel - Level 1	1
10103161	PowerPoint - Level 1	1
10103191	Word - Level 1	1
10106101	Document Formatting	1
10106200	Introduction to Filing Systems	1
10106201	Applying Filing Systems	1
10106202	Computers and the Internet	1
10106203	Basic Office Equipment	1
10106132	Keyboard Speedbuilding	1
10801195	Written Communication	3
10801196	Oral/Interpersonal Communication	3
		15
Term 2		
10103101	Access - Level 1	1
10103122	Excel - Level 2	1
10103192	Word - Level 2	1
10106204	Professionalism and Work Skills	1
10106205	Interacting with Others in Workplace	1
10106206	Leadership and Ethics	1
10106207	Web 2.0 for Business	1
10106208	HTML, CSS, and Web Design	1
10106209	Introduction to Business Writing	1
10106210	Intermediate Business Writing	1
10106211	Business Writing Application	1
10116109	Career Planning & Networking	1
		12

TOTAL 27

REAL EXPERIENCE FOR THE REAL WORLD

2023-24

ACCESS - LEVEL 1…introduces students to the process of creating a database, building and populating a table, establishing table relationships, and creating queries, forms, and reports. CONDITION: CBE SLC Assessment or CONDITION: CBE Admin Assessment

APPLYING FILING SYSTEMS…applies the rules for paper and electronic filing systems; charge-out procedures, retention schedules, and transfer methods. COREQUISITE: 10106200 Introduction to Filing Systems and CONDITION: CBE Admin Assessment

BASIC OFFICE EQUIPMENT…prepares the learner to work in office setting. The learner will be exposed to typical hardware found and software used in the office environment and gain the skills needed to be efficient on the job. CONDITION: CBE Admin Assessment

BUSINESS WRITING APPLICATION…develop transcription and composition skills to create and process business documents. PREREQUISITE: 10106209 Introduction to Business Writing and 10106210 Intermediate Business Writing and CONDITION: CBE Admin Assessment

CAREER PLANNING & NETWORKING…focuses on the process of researching and pursuing professional career opportunities. Students will develop resume and cover letter documentation to accurately reflect personal, academic, and professional accomplishments and the connection that these elements have to various positions with employers. Interviewing skills will be a significant aspect of this experience with a focus on interviews for potential internship opportunities. CONDITION: CBE Admin Assessment

COMPUTERS AND THE INTERNET…provides the learner with introductory knowledge and skills related to operating a computer on a network and computer storage and processing. digital security, privacy, and threats; computer components; storage; and procedures that prepare you to work alongside administrative leaders via real-world business scenarios. The learner will also evaluate internet service providers. CONDITION: CBE Admin Assessment

DOCUMENT FORMATTING…prepares the learner to keyboard and format business memorandums, letters and reports, and other business documents. Emphasis will be placed on proofreading and editing skills. COREQUISITES: 10103191 Word - Level 1 or equivalent and CONDITION: CBE Admin Assessment

EXCEL - LEVEL 1…introduces the student to spreadsheet features such as creating, saving, editing, navigating, formatting worksheets; entering formulas and functions; working with charts; and developing multiple-sheet workbooks. CONDITION: CBE SLC Assessment or CONDITION: CBE Admin Assessment

EXCEL - LEVEL 2…will explore Excel tables and charts, working with multiple worksheets and workbooks at once, creating applications and rules, protecting worksheets and workbooks and learning about macros and comments. COREQUISITE: 10103121 Excel - Level 1 or equivalent and CONDITION: CBE Software Learning Center Assessment or CONDITION: CBE Admin Assessment

HTML, CSS, AND WEB DESIGN…prepares the learner to write and modify code to create a simple business website and custom HTML emails. PREREQUISITE: 10106207 Web 2.0 for Business and CONDITION: CBE Admin Assessment

INTERACTING WITH OTHERS…prepares the learner to identify different communication styles and strategies while working in a diverse environment. Learners will examine exemplary customer service skills. CONDITION: CBE Admin Assessment Intermediate Business Writing…refine and apply writing skills within the professional workplace. Proofread and edit business documents for appropriate content and clarity. PREREQUISITE: 10106209 Introduction to Business Writing and CONDITION: CBE Admin Assessment

INTRO TO BUSINESS WRITING…develop writing skills with a focus on effective communication within the professional workplace. Review grammar, punctuation, and word usage skills. CONDITION: CBE Admin Assessment

INTRODUCTION TO FILING SYSTEMS…introduces the fundamentals of managing the record and information life cycle; charge-out procedures; retention schedules; transfer methods; control measurements; imaging systems and information security. CONDITION: CBE Admin Assessment

KEYBOARD SPEEDBUILDING...prepares the learner with the skills to keyboard text with speed and accuracy using the "touch" method. CONDITION: CBE SLC Assessment or CONDITION: CBE Admin Assessment

LEADERSHIP AND ETHICS…prepares the learner to deal with conflict in the workplace while maintaining ethical standards. The learner will also identify leadership styles in the workplace. CONDITION: CBE Admin Assessment

ORAL/INTERPERSONAL COMMUNICATION...provides students with the skills to develop speaking, verbal and nonverbal communication, and listening skills through individual speeches, group activities, and other projects. COREQUISITE: Reading placement assessment or equivalent

POWERPOINT - LEVEL 1…introduces the student to the program by planning and creating a presentation, adding media and special effects, and applying advanced formatting to objects. CONDITION: CBE SLC Assessment or CONDITION: CBE Admin Assessment

PROFESSIONALISM AND WORK SKILLS…prepares the learner to communicate effectively while developing and discussing critical work skills such as time and stress management, critical thinking, listening, and organization. CONDITION: CBE Admin Assessment

WEB 2.0 FOR BUSINESS…provides a basic understanding of the web as well as the tools used to create blogs, web videos, and social media accounts for business use. Reviews social web tools and components. CONDITION: CBE Admin Assessment

WORD - LEVEL 1…introduces the student to word processing features such as creating, saving, editing, navigating, and formatting the content of multi-page documents. CONDITION: CBE SLC Assessment or CONDITION: CBE Admin Assessment

WORD - LEVEL 2…introduces the student to multi-column documents, templates, and the mail merge feature while applying WordArt, themes, styles, quick parts, and other advanced document formatting features. COREQUISITE: 10103191 Word - Level 1 or equivalent and CONDITION: CBE Software Learning Center Assessment or CONDITION: CBE Admin Assessment

WRITTEN COMMUNICATION...teaches the writing process, which includes prewriting, drafting, revising, and editing. Through a variety of writing assignments, the student will analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Keyboarding skills are required for this course. It also develops critical reading and thinking skills through the analysis of a variety of written documents. COREQUISITE: Writing placement assessment or equivalent AND Reading placement assessment or equivalent