

## Program Number 10-106-6 Associate Degree • Four Terms

### ABOUT THE PROGRAM

Businesses depend on high-quality, accurate information. If you value organization, care about details, and understand the importance of clear communication and current technology skills, developing those talents as an administrative professional may be just what you need to succeed.

### PROGRAM OUTCOMES

- Demonstrate effective workplace communications.
- Apply technology skills to business and administrative tasks.
- Perform routine administrative procedures.
- Manage administrative projects.
- Maintain internal and external relationships.
- Model professionalism in the workplace.
- Plan and conduct training sessions.
- Demonstrate time and stress management skills.

### CAREER AND EDUCATION ADVANCEMENT OPPORTUNITIES

LTC credits transfer to over 30 universities. For more information visit [gotoltc.edu/future-students/transfer](http://gotoltc.edu/future-students/transfer).

### PROGRAM ADMISSIONS STEPS

- Work with Career Coach to:
  - Submit application and \$30 fee.
  - Submit official transcripts (high school and other colleges).

### ENROLLMENT PROCESS

After you are admitted to your program you will meet with your Advisor to plan your first semester schedule, review your entire plan of study, discuss placement assessment results and complete any additional enrollment requirements. Enrollment requirements for this program's courses include:

- Complete an assessment for placement (Accuplacer or ACT).
- Complete Functional Abilities Statement of Understanding form.
- Meet with your program's advisor.

### APPROXIMATE COSTS

- \$140 per credit (resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health related exams, etc.) Visit [gotoltc.edu/financial-aid/tuition-and-fees](http://gotoltc.edu/financial-aid/tuition-and-fees) for details.

### FINANCIAL AID

This program is eligible for financial aid. Visit [gotoltc.edu/Financial-Aid](http://gotoltc.edu/Financial-Aid) or talk with your Career Coach about how to apply for aid.

### CONTACT

LTC Career Coach  
920.693.1162 • [CareerCoach@gotoltc.edu](mailto:CareerCoach@gotoltc.edu)

Catalog No.	Class Title	Credit(s)
<b>Term 1</b>		
10106132	Keyboard-Speedbuilding 1	1
10106102	Information Management	3
10106131	Document Formatting	2
10106164	Information Technology Essentials	3
10801195	Written Communication OR 10801136 English Composition 1	3
10804123	Math with Business Applications	3
		<b>15</b>
<b>Term 2</b>		
10106130	Office Professionalism	3
10101150	Office Accounting	3
10106138	Web Technologies	2
10106124	eCommunications	3
10106166	Microcomputer Business Applications 1	2
10106168	Microcomputer Business Applications 2	2
10801196	Oral/Interpersonal Communication OR 10801198 Speech	3
		<b>18</b>
<b>Term 3</b>		
10106172	MS Project	2
10106133	Career Development	2
10106167	Microcomputer Business Applications 3	3
10106174	Desktop Publishing	2
10106137	Small Business Applications	2
10809195	Economics	3
10809198	Introduction to Psychology	3
		<b>17</b>
<b>Term 4</b>		
10106169	Microcomputer Business Applications 4	4
10106160	Internship--Administrative Professional	1
10106192	Training Techniques	2
10106135	Event Planning & Coordination	2
10809196	Introduction to Sociology	3
10809122	Introduction to American Government OR 10806112 Principles of Sustainability	3
		<b>15</b>
		<b>TOTAL 65</b>

*Curriculum and Program Acceptance requirements are subject to change.  
Program start dates vary; check with your advisor for details.*



**CAREER DEVELOPMENT**...teaches students to develop a job search plan; develop a career portfolio including complete application materials, professional resume, cover letter; practice interview skills, participate in mock interview, and learn the role of social media in career development. Corequisite: 10106130 Office Professionalism

**DESKTOP PUBLISHING**...prepares the learner with the basic skills to use page layout software to create professional publications with InDesign and Photoshop. PREREQUISITE: 10106166 Microcomputer Business Applications I

**DOCUMENT FORMATTING**...prepares the learner to keyboard and format business memorandums, business letters, business reports and tabbed columns. The learner will also create tables, create multicolumn documents, use SmartArt, create and modify styles and create ad use templates and building blocks. Emphasis will also be placed on proofreading and editing skills. COREQUISITE: 10106100 Keyboarding with a minimum grade of C or Keyboarding testout equivalent.

**ECOMMUNICATIONS**...prepares the learner to apply proofreading skills -- punctuation, grammar, spelling, word usage, capitalization, number usage--to edit or compose error-free business documents; transcribe and correctly format business documents from dictation, dictate podcasts and other items; exposure to speech recognition functions; take and key meeting minutes; and facilitation of meetings. PREREQUISITE: 10106131 Document Formatting and 10106132 Keyboard - Speedbuilding 1

**ECONOMICS**...provides the participant with an overview of how a market-oriented economic system operates, and it surveys the factors which influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues. COREQUISITE: 10838105 Intro Reading and Study Skills or equivalent

**EVENT PLANNING & COORDINATION**...prepares the learner to manage preplanning activities for an event, coordinate equipment and facility setup, communicate with outside vendors/suppliers, and conduct follow-up activities. Each student will be required to participate in planning areal-life event and/or assisting an organization through a service learning experience. PREREQUISITE: 10106167 Microcomputer Business Applications 3

**INFORMATION MANAGEMENT**...introduces the student to basic terms, concepts, filing rules, systems (alphabetic and numeric), noncorrespondence filing, new filing equipment, new methods of storing and recording records, and Microsoft Access including the principles and procedures for developing, managing, and maintaining a filing system in a modern office. COREQUISITE: 10106100 Keyboarding or Keyboarding testout equivalent

**INFORMATION TECHNOLOGY ESSENTIALS**...prepares the learner with the skills to use Web 2.0 tools for group collaboration and research emerging technologies. Emphasis in this class will be to develop a plan to implement a new technology in a business environment and train classmates in this new technology.

**INTERNSHIP--ADMINISTRATIVE PROFESSIONAL**...enhances the student's ability to apply technical skills, to work productively, to communicate effectively, and to demonstrate appropriate ethics and behavior in a professional workplace environment. PREREQUISITE: Verification of eligibility by the Internship Coordinator

**INTRODUCTION TO PSYCHOLOGY**...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. COREQUISITE: 10838105 Intro Reading and Study Skills or equivalent

**INTRODUCTION TO AMERICAN GOVERNMENT**...introduces American political processes and institutions. It focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. It explores the role of the media, interest groups, political parties and public opinion in the political process. It also explores the role of state and national government in our federal system.

**INTRODUCTION TO SOCIOLOGY**...introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions, including family, government, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues. COREQUISITE: 10838105 Intro Reading and Study Skills or equivalent

**KEYBOARD-SPEEDBUILDING 1**...prepares the learner with the skills to keyboard text with speed and accuracy using the "touch" method.

**MATH WITH BUSINESS APPLICATIONS**...covers real numbers, basic operations, linear equations, proportions with one variable, percents, simple interest, compound interest, annuity, apply math concepts to the purchasing/buying process, apply math concepts to the selling process, and basic statistics with business/consumer applications. PREREQUISITE: 10834109 Pre-Algebra or equivalent and COREQUISITE: 10838105 Intro Reading and Study Skills or equivalent

**MICROCOMPUTER BUSINESS APPLICATIONS 1**...expands the learner's ability to use Microsoft Word by using advanced table functions; format multiple-page documents with headers, footers, footnotes and endnotes; perform merge operations for correspondence and labels; create customized forms; create a Table of Contents and Index in long documents and create and run Macros. PREREQUISITE: 10106131 Document Formatting

**MICROCOMPUTER BUSINESS APPLICATIONS 2**...prepares the learner to create worksheets, utilize formulas and functions, apply formatting functions, print spreadsheet files, edit and manipulate spreadsheets and workbooks, create and modify charts, analyze spreadsheet data, create templates, and apply database features to a spreadsheet. COREQUISITE: 10106100 Keyboarding or Keyboarding testout equivalent

**MICROCOMPUTER BUSINESS APPLICATIONS 3**...will teach students the intermediate topics of Microsoft Office. Students will be presented with material covering the intermediate level of Microsoft Word, Microsoft Excel, Microsoft Access, and Microsoft PowerPoint. Emphasis will be on final projects using all of the software packages, especially Microsoft Access. PREREQUISITE: 10106166 Microcomputer Business Applications 1; 10106102 Info Management, 10106164 Info Technology Essentials, 10106168 Microcomputer Business Applications 2

**MICROCOMPUTER BUSINESS APPLICATIONS 4**...prepares students to work with the advanced features of the Microsoft Office suite, as well as act as an employee in an office simulation environment. Students will build teams, study conflict resolution concepts, develop leadership skills, perform employee reviews, manage budgets, and explore lean culture concepts. Decision-making, professionalism, and work ethic are emphasized throughout the course. PREREQUISITE: 10106167 Microcomputer Business Applications 3

**MS PROJECT**...will teach students how to use the software MS Project as a tool to assist in project management. Creating tasks and a work breakdown structure, scheduling, assigning resources, tracking cost and schedule, leveling of resources, and communicating project details will be covered. In addition, standard project management phases will be covered. PREREQUISITE: 10106168 Microcomputer Business Applications 2

**OFFICE ACCOUNTING**...introduces the learner to the principle of business and personal accounting, including journalizing, posting, year-end adjustments, report preparation and interpretation, payroll, and bank reconciliations. COREQUISITE: 10106168 Microcomputer Business Applications 2

**OFFICE PROFESSIONALISM**...prepares the learner to identify positive attitudes and personality development; develop self-awareness of elements affecting personal and work relationships. Prepares the learner to apply communication and conflict resolution skills; demonstrate effective/efficient work habits and self-management skills; apply business protocol in a culturally diverse international market. Areas of study will also include telephone and customer service techniques, ethics, etiquette and ergonomics.

**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: 10838105 Intro Reading and Study Skills or equivalent

**SMALL BUSINESS APPLICATIONS**...will explore upcoming software/hardware trends for small businesses. Applications that are easy access and affordable will be covered, as well as devices such as iPads, SmartPhones, and tablets. Emphasis will be placed on researching and learning the most efficient way to accomplish tasks for a small business.

**TRAINING TECHNIQUES**...develops the skills necessary to present and provide support for training sessions, including organization of materials, procedures, and techniques. PREREQUISITE: 10106167 Microcomputer Business Applications III

**WEB TECHNOLOGIES**...provides a basic understanding of the Web as well as the tools used to create Web pages, blogs, and other features. Reviews social and business Web tools and components. PREREQUISITE: 10106164 Information Technology Essentials

**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. PREREQUISITE: 10831103 Intro to College Wrtg equivalent and COREQUISITE: 10838105 Intro Rdg & Study Skills or equivalent