LTC LAKESHORE TECHNICAL COLLEGE

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.

CAREER AND EDUCATION ADVANCEMENT OPPORTUNITIES

LTC credits transfer to over 30 universities. For more information visit gotoltc.edu/future-students/transfer.

ADMISSION AND PROGRAM ENROLLMENT STEPS

 - Submit online application.
 - Submit transcripts (high school & other colleges). NOTE: Official transcripts required for acceptance of transfer credits; Financial Aid may require.
 - Complete the online Student Success Questionnaire.
 - Schedule a Program Advising Session with your assigned advisor to plan your first semester schedule, review your entire plan of study, discuss the results of the Student Success Questionnaire.

APPROXIMATE COSTS

• $138.90 per credit tuition (WI resident) plus $8.33 per credit student activity fee. $10 per credit online, iFlex or hybrid 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.

CONTACT

LTC Admissions Advisor
920.693.1162 • CareerCoach@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
10106110	Records Management	2
10106107	Office Technology	2
10106132	Keyboard Speedbuilding	1
10801195	Written Communication	3
10804123	Math with Business Applications	3
		15
Term 2		
10103101	Access - Level 1	1
10103122	Excel - Level 2	1
10103192	Word - Level 2	1
10106130	Office Professionalism	3
10106138	Web Technologies	2
10106124	eCommunications	3
10116129	Professional Career Search Techniques	1
10801196	Oral/Interpersonal Communication OR 10809198 Speech	3
		15
Term 3		
10102110	Introduction to Business	3
10106137	Small Business Applications	2
10106167	Microsoft Office Integration	3
10106172	MS Project	2
10106174	Desktop Publishing	2
10809198	Introduction to Psychology	3
		15
Term 4		
10101150	Office Accounting	3
10106135	Event Planning & Coordination	2
10106160	Internship - Administrative Professional	1
10106169	Administrative Office Management	4
10106192	Training Techniques	2
10809195	Economics	3
		15
		TOTAL 60

Curriculum and Program Acceptance requirements are subject to change. Program start dates vary; check with your advisor for details. The tuition and fees are approximate based on 2020-2021 rates and are subject to change prior to the start of the academic year.

The **Hire** in
HIGHER EDUCATION

2021-22

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.

ADMINISTRATIVE OFFICE MANAGEMENT...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 Microsoft Office Integration

DESKTOP PUBLISHING...prepares the learner with the basic skills to use page layout software to create professional publications. PREREQ: 10106138 Web Technologies

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

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: 10106101 Document Formatting and 10103191 Word - Level 1 or equivalent

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 to Reading and Study Skills or Reading placement assessment equivalent or CONDITION: 610062 Agribusiness/Financial Basic program admissions met

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 Microsoft Office Integration

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.

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. PREREQUISITE: 10103121 Excel - Level 1 or equivalent

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 BUSINESS...provides an introduction to the world of business from both the organizational and managerial viewpoint. It examines areas of business including the business environment, business formation, planning, operations, accounting, marketing, human resource management, and building effective teams.

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. PREREQUISITE: Reading placement assessment equivalent or COREQUISITE: 10838105 Intro to Reading and Study Skills

KEYBOARD SPEEDBUILDING...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 Math placement assessment equivalent and COREQUISITE: 10838105 Intro to Reading and Study Skills or Reading placement assessment equivalent or CONDITION: 610061 Agribusiness/Agronomy Basic program admissions requirements met

MICROSOFT OFFICE INTEGRATION...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. PREREQUISITES: 10103192 Word Level 2, 10103122 Excel Level 2, ,10103161 PowerPoint Level 1, and 10103101 Access Level 1 or equivalents

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: 10103122 Excel - Level 2 and 10103101 Access - Level 1 or equivalent

OFFICE ACCOUNTING...introduces learner to the principle of business and personal accounting, including journalizing, posting, year-end adjustments, report preparation and interpretation, payroll, and bank reconciliations. COREQUISITE: Excel-Level 1 or equiv or CONDITION: 191452 Entrepreneurship & Business certificate enrollment reqs met

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.

OFFICE TECHNOLOGY…provides the learner with introductory knowledge and skills relating to technology in an office environment including digital file management, understanding how computers and the internet work, and basic office equipment. Emphasis on hands-on skilldemonstrations of operating a computer on a network, computer storage and processing, and evaluating internet service providers.

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 Reading placement assessment 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.

PROFESSIONAL CAREER SEARCH TECHNIQUES...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.

RECORDS MANAGEMENT…introduces the student to basic terms, concepts, filing rules, systems (alphabetic and numeric), non-correspondence filing, new methods of storing and recording records.

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 Microsoft Office Integration

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.

WORD - LEVEL 1…introduces the student to word processing features such as creating, saving, editing, navigating, and formatting the content of multi-page documents.

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. PREREQUISITE: 10103191 Word - Level 1 or equivalent

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 or Writing placement assessment equivalent and COREQUISITE: 10838105 Intro to Rdg & Study Skills or Reading placement assessment equivalent