

## 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.

### 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).

### 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](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 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](http://gotoltc.edu/cbe).

### CONTACT

LTC Admissions Advisor  
 920.693.1162 • [Admissions@gotoltc.edu](mailto:Admissions@gotoltc.edu)

Catalog No.	Class Title	Credit(s)
<b>Term 1</b>		
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
10804189	Introductory Statistics	3
		<b>15</b>
<b>Term 2</b>		
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
10801196	Oral/Interpersonal Communication OR 10809198 Speech	3
		<b>15</b>
<b>Term 3</b>		
10102200	Introduction to the Business Environment	1
10102201	HR in the Business Environment	1
10102202	Navigating the Business Environment	1
10106212	Business Documents and Forms	1
10106213	Business Web Applications	1
10106214	Advanced Word and Excel	1
10103102	Access - Level 2	1
10106215	Integrating Microsoft Suite	1
10106216	MS Project I	1
10106217	MS Project II	1
10106218	Introduction to Publication Design	1
10106219	MS Publisher	1
10809198	Introduction to Psychology	3
		<b>15</b>
<b>Term 4</b>		
10101200	Office Accounting Transactions	1
10101201	Office Accounting Process	1
10101202	Office Accounting QuickBooks	1
10106135	Event Planning and Coordination	2
10106160	Internship - Administrative Professional	1
10106169	Administrative Office Management	4
10106220	Training Techniques Introduction	1
10106221	Training Program Development	1
10809195	Economics	3
		<b>15</b>
		<b>TOTAL 60</b>

*Curriculum and program acceptance requirements are subject to change. Program start dates vary; check with your program counselor for details. The tuition and fees are approximate based on 2023-2024 rates and are subject to change prior to the start of the academic year.*

**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

**ACCESS - LEVEL 2**...teaches students to create advanced queries; set and use advanced field properties and data types; design, create, and edit custom forms and reports; and to import and export data in a various formats. PREREQUISITE: 10103101 Access - Level 1 or equivalent and CONDITION: CBE Software Learning Center Assessment or CONDITION: CBE Admin Assessment

**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: 10106217 MS Project II and 10106219 MS Publisher and 10106215 Integrating Microsoft Suite.

**ADVANCED WORD AND EXCEL**...focuses on advanced features in Microsoft Word and Excel, students will create macros; creating a table of contents; an online form; incorporate data validation; export and cleanse data sets; and perform what-if analysis with Scenario Manager, Data Tables, and Solver. PREREQ: 10103192 Word-Lev 2 and 10103122 Excel-Lev 2 and COND: CBE Admin Assmnt

**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 DOCUMENTS AND FORMS**...introduces the learner to creating documents and forms using Microsoft, Google, and Adobe products. CONDITION: CBE Admin Assessment

**BUSINESS WEB APPLICATIONS**...provides the learner with skills to navigate Google and Microsoft collaboration tools including Google Meet, MS Teams, Google Extensions, Gmail, and Outlook. 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 process of researching and pursuing professional career opportunities. 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 Assmnt

**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-Lev 1 or equivalent and CONDITION: CBE Admin Assessment

**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: Reading placement assessment 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 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. 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

**HR IN THE BUSINESS ENVIRONMENT**...introduces learner to HR practices in the business. Topics include management & leadership, structuring organizations, motivating employees, unions, and employee issues. Learners will also identify hiring and talent development processes. COND: CBE Admin Assmnt

**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

**INTEGRATING MICROSOFT SUITE**...enhances knowledge learned in previous courses and uses Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Access. The student will manage information and apply critical-thinking skills to compose a variety of integrated businessdocuments, spreadsheets, databases, and presentations. PREREQUISITE: 10106214 Advanced Word and Excel and 10103102 Access - Level 2 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

**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

**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

**INTRO TO PUBLICATION DESIGN**...explores key graphic design principles and best practices for designing documents. The learner will use basic design skills to create professional publications. 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

**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: Reading placement assessment or equivalent

**INTRODUCTION TO THE BUSINESS ENVIRONMENT**...introduces the learner to risk and profit management which are keys in the business environment. Learners will explore the global markets and how to start an ethical and socially responsible business. CONDITION: CBE Admin Assessment

**INTRODUCTORY STATISTICS**...prepares students to display data with graphs, describe distributions with numbers perform correlation and regression analyses, and design experiments. They use probability and distributions to make predictions, estimate parameters, and test hypotheses. They draw inferences about relationships including ANOVA. COREQUISITE: Math placement assessment or equivalent AND Reading placement assessment or equivalent

**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

**MS PROJECT I**...focuses on project management theory to provide learners with an understanding of the role of Project Manager in organizations. Learners will then institute these principles utilizing the Microsoft Project software to focus on the initiation, planning, and execution phases of managing projects in business. CONDITION: CBE Admin Assessment

**MS PROJECT II**...focuses on project management theory to build upon their understanding of the role of Project Manager in organizations. Learners will then utilize the Microsoft Project software to focus on the entire project management cycle including initiating, planning, executing, and evaluating projects in business. PREREQUISITE: 10106216 MS Project 1 and CONDITION: CBE Admin Assessment

**MS PUBLISHER**...focuses on Microsoft Publisher to develop eye-catching handouts, flyers, brochures, newsletters, and prepare a publication for printing. PREREQUISITE: 10106218 Introduction to Publication Design and CONDITION: CBE Admin Assessment

**NAVIGATING THE BUSINESS ENVIRONMENT**...learners review manufacturing production and operations processes, marketing procedures, and financial comparisons. COND: CBE Admin Assmnt

**OFFICE ACCOUNTING PROCESS**...introduces the learner to finalizing the accounting process, handling cash, and recording payroll. CONDITION: CBE Admin Assessment

**OFFICE ACCOUNTING QUICKBOOKS**...introduces the learner to a software for recording business transactions and producing end-of-period reports. CONDITION: CBE Admin Assessment

**OFFICE ACCOUNTING TRANSACTIONS**...introduces the learner to the principles of business accounting. Learners are introduced to double-entry accounting procedures, journalizing, and posting transactions. 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

**TRAINING PROGRAM DEVELOPMENT**...applies the practices and tools necessary to develop organizational training programs. This includes aligning program objectives to business needs, program development, implementation, and evaluation of organizational interventions. Each learner will then design an organizational training program to be presented in class. PREREQUISITE: 10106220 Training Techniques Introduction and CONDITION: CBE Admin Assessment

**TRAINING TECHNIQUES INTRODUCTION**...develops skills needed to deliver on the job training to adult learners in the workplace. Includes understanding and adapting to learning styles to accelerate learning, preparation and delivery of training material, and evaluation of 1-on-1 and small group training.

**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