

## Program Number 31-106-1 Technical Diploma • Two Terms

### 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

- Perform accurate workplace communications.
- Use technology skills for business tasks.
- Perform routine office procedures.
- Demonstrate professionalism and effective workplace relationships.

### 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 a Program Counseling Session with your assigned program counselor to plan your first semester schedule, review your entire plan of study, 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.*

### APPROXIMATE COSTS

- \$141 per credit tuition (WI resident) plus \$8.46 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.

### RELATED PROGRAMS

- Administrative Professional Associate Degree

### 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
10106110	Records Management	2
10106107	Office Technology	2
10106132	Keyboard Speedbuilding	1
10801195	Written Communication	3
10801196	Oral/Interpersonal Communication OR 10801198 Speech	3
		<b>15</b>
<b>Term 2</b>		
10103101	Access - Level 1	1
10103122	Excel - Level 2	1
10103192	Word - Level 2	1
10106124	eCommunications	3
10106130	Office Professionalism	3
10106138	Web Technologies	2
10116129	Professional Career Search Techniques OR 10106106 Internship-Office Assistant	1
		<b>12</b>
		<b>TOTAL 27</b>

*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.*

**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.

**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

**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

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

**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.

**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