

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

- Demonstrate effective workplace communications.
- Apply technology skills to business and administrative tasks.
- 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

- \$136.50 per credit tuition (WI resident) plus \$8.10 per credit student activity fee. \$10 per credit online 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 Career Coach about how to apply for aid.

SPECIAL NOTES

Must enroll in Keyboarding 10-106-100 or take test out.

RELATED PROGRAMS

- Administrative Professional Associate Degree

CONTACT

LTC Career Coach
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
10801196	Oral/Interpersonal Communication OR 10801198 Speech	3
		15
Term 2		
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
		12
		TOTAL 27

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 2019-2020 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. This course is offered in a self-paced format.

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: 10106131 Document Formatting or 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. This course is offered in a self-paced format. 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. COREQUISITE: 10106100 Keyboarding or Keyboarding testout equivalent.

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. This course is offered in a self-paced format.

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 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. This course is offered in a self-paced format. 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