Program No: 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.

ADMISSIONS STEPS

- Work with Admissions Specialist to:
 - Submit Application and $30 Fee
 - Complete an Assessment for Placement (Accuplacer or ACT)
 - Submit Official Transcripts (High School and Other Colleges)
- Meet with Program Advisor/Counselor to Discuss Program Details

APPROXIMATE COSTS

- $132 per credit (resident)
- $198 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.) Visit gotoltc.edu/payingforcollege for details.

PLACEMENT SCORES

Accuplacer/ACT scores will be used to develop your educational plan. Contact your program advisor/counselor for details.

CONTACT

Tanya Boettcher, Admissions Specialist
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Catalog No.	Class Title	Credit(s)
Term 1		
10105124	Portfolio Introduction	1
10106102	Information Management	3
10106131	Document Formatting	2
10106164	Information Technology Essentials	3
10801195	Written Communication OR	3
	10801136 English Composition 1	
10804123	Math with Business Applications	3
		15
Term 2		
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	3
	10801198 Speech	
		18
Term 3		
10106172	MS Project	2
10105128	Personal Branding	2
10106167	Microcomputer Business Applications 3	3
10106174	Desktop Publishing	2
10106137	Small Business Applications	2
10809195	Economics	3
10809198	Introduction to Psychology	3
		17
Term 4		
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	Intro to American Government OR	3
	10806112 Principles of Sustainability	
10106103	Portfolio Assessment-Administrative	1
		16

TOTAL 66

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

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. PREREQUISITE: 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 documents; transcribe documents from prerecorded dictation; correctly format transcribed business documents; take and transcribe meeting minutes; distribute documents via e-mail as attachments; and dictate podcasts. PREREQUISITE: 10106131 Document Formatting

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 a real-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. PREREQUISITE: 10106100 Keyboarding or Keyboarding testout equivalent

INFORMATION TECHNOLOGY ESSENTIALS ...prepares the learner with the skills to manage e-mail and calendaring functions using MS Outlook; 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

INTRO 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

MATH W BUSINESS APPS ...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. PREREQUISITE: 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 sill 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.

OFFICE PROFESSIONALISM ...prepares the learner to identify the importance of positive attitudes and personality development; develop self-awareness of elements affecting their personal and work relationships; applies communication and conflict resolution skills; demonstrates effective/efficient work habits and selfmanagement 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. PREREQUISITE: 10106131 Document Formatting

ORAL/INTERPERSONAL COMM ...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

PERSONAL BRANDING ...focuses on the importance of developing a strong brand identity for yourself as a professional. As a prospective employee, you are constantly selling yourself from how you talk, walk, dress, your facial expressions, and your body language; people are always forming impressions of you. In this course, you will develop a professional resume, cover letter, practice interview skills, and learn the role of social media in career development. PREREQUISITE: 10105124 Portfolio Introduction or 10201116 Graphic and Web Portfolio

PORTFOLIO ASSESSMENT-ADMINISTRATIVE ...prepares the student to identify what they have learned throughout the program, write career goals, re-examine their resume, research and collect project samples of their achievements, and analyze their achievements within the college core abilities and program outcomes. PREREQUISITE: 10105124 Portfolio Introduction and 10105128 Personal Branding

PORTFOLIO INTRODUCTION ...prepares the student to develop a personal and professional portfolio, to identify self-awareness through various self-assessments and apply these results to the workplace and other environments, to write goal statements and understand their value, to develop an individual history of events and achievements, and to identify significant learning experiences throughout the student's life.

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 learnin g 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