



## Administrative Office Certificate - 17 credits

Program Area: Administrative Support Careers (Fall 2023)

**\*\*\*REMEMBER TO REGISTER EARLY\*\*\***

### Program Description

The Administrative Office Certificate program is designed to prepare the student for employment in an office setting in as little as one semester. Classes consist of computer skills, including Microsoft Word, PowerPoint, Excel, Access, and Outlook applications. Keying speed will increase while using correct English skills to produce correctly formatted documents, such as letters, reports, and forms. Students will learn confidence in utilizing office protocol to communicate through written and verbal presentations. This certificate prepares the student to succeed in a variety of roles and provides a practical way to gain entry-level employment in many different fields.

*The Administrative Office Certificate transfers seamlessly into LSC's Administrative Office (Diploma) and the Administrative Office Specialist (AAS Degree) programs.*

### Program Outcomes

- Plan and produce correctly formatted and mailable professional written business correspondence.
- Exhibit positive communication skills.
- Plan and deliver professional presentations using correct English skills.
- Increase keyboarding production and proficiency.
- Exhibit critical and creative thinking skills, ethical behavior, positive self-image, and professional conduct.
- Utilize Microsoft software for business applications such as Microsoft Word, PowerPoint, Excel, Access, Outlook, and identify increase knowledge of computer systems.

### Required Courses

Number	Name	Credits	Term
ADSC 1414	Keyboarding	2	
ADSC 1419	Business English	3	
ADSC 1421	Business Presentations	3	
ADSC 1430	Business Computers/ Microsoft Office	3	
ADSC 1440	Office Protocol	3	
ADSC 1715	Document Production/ Microsoft Word	3	

**Total Credits**

**17**

### Pre-program Requirements

Successful entry into this program requires basic computer skills and a specific level of skill in the areas of English and reading. Program entry will depend, in part, on meeting the prerequisites listed below:

#### English/Reading:

- Eligible for ENGL 1106 - College Composition I, or
- Completion of ENGL/READ 0950/0955 (or equivalent or higher). ENGL/READ 0950/0955 may be taken concurrently with Semester I coursework.

There are other ways to qualify. Visit [Course Placement](http://lsc.edu/course-placement) (lsc.edu/course-placement) to find out more.



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For interpretation of test results and selection of appropriate coursework; or general information about the program, admissions, financial aid, and getting started at LSC, contact the [professional advising team](mailto:advising@lsc.edu) (advising@lsc.edu) or 218-733-7601

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For more information about the Administrative Office Certificate including course descriptions, course prerequisites, the program report, and potential career opportunities, see the [program website](https://degrees.lsc.edu/office-assistant/) (https://degrees.lsc.edu/office-assistant/)

or

Contact Faculty Advisor, [Dianne Mencil](mailto:dianne.mencel@lsc.edu) (dianne.mencel@lsc.edu) or 218-733-5996

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MINNESOTA STATE

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