



Administrative Office Diploma - 31 credits

Program Area: Administrative Support Careers (Fall 2023)

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

Program Description

The Administrative Office Diploma successfully prepares students to serve as the primary support in the professional office setting. Applicable coursework will build on the foundations established through the certificate by further developing students' skills in advanced Microsoft software applications, increase speed and accuracy in keying and advanced formatting procedures while using correct business communication skills. Additional coursework focuses on maintaining records management, including alphabetical, numerical, geographic, and color-coded record management rules, along with retention, storage, and retrieval of records.

The Administrative Office Diploma transfers seamlessly into LSC's Administrative Office AAS degree.

Program Outcomes

- Apply skills to create business web pages.
- Develop skills for positive business social networking.
- Create professional posters and business materials using graphic design software.
- Demonstrate advanced utilization of Microsoft computer productivity software for business applications.
- Demonstrate accurate formatting proficiency.
- Plan and produce professional written business correspondence.
- Deliver skilled verbal and written presentations.
- Apply correct rules for filing and record keeping per the Association of Records Managers and Administrators International.
- Transcribe various types of material into mailable documents using English skills.
- Develop a job search plan, related documents, and exhibit appropriate interview skills.
- Exhibit ethical behavior, positive self-image, and professional conduct.

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/MS Word	3	
ADSC 1420*	Business Communications	3	
ADSC 1433*	Advanced Microsoft Office Suite	2	
ADSC 1442	Records Management	2	
ADSC 1720*	Advanced Document Production/ MS Word	3	
COMM 1105*	Interpersonal Communication	3	
COMM 1601	Interviewing Procedures and Practice	1	

Total Credits **31**

*Requires a prerequisite or a concurrent course



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Pre-program Requirements

Successful entry into this program requires basic computer skills and a specific level of skill in the areas of English, mathematics, 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](https://lsc.edu/course-placement) (lsc.edu/course-placement) to find out more.

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

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

or

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



MINNESOTA STATE

CIP Code: 52.0407
Minnesota State Program ID: 4734
LSC Major ID: 5658

Created: 3/1/05
AASC Approval: 12/2/20
Updated: 2/1/23

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