



**Administrative Office Specialist AAS - 60 credits**  
Program Area: Administrative Support Careers (Fall 2021)

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

**Program Description**

This program prepares students to be a highly successful team member in a variety of office settings. Administrative Office Specialists develop correspondence, record meeting minutes, perform research, collect data, generate reports, and maintain budgets. They participate in event planning, manage travel itineraries, and coordinate business travel. Students in this program will prepare and give presentations, create business publications, support web pages, and social networking for the business. In addition, they will learn payroll software while using accounting applications.

**Program Outcomes**

- Exhibit leadership, supervisory responsibilities, ethical behavior, positive self-image, and professional conduct in the business office
- Demonstrate accurate document formatting proficiency.
- Plan and deliver verbal presentations using correct English skills
- Plan and produce professionally written business correspondence using correct English and proofreading skills
- Apply Association of Records Managers and Administrators International (ARMA) indexing and filing procedures and rules
- Demonstrate advanced utilization of office related computer productivity software and desktop publishing applications
- Develop a job search plan, related documents, and appropriate interview skills
- Apply learned program skills and knowledge to work environment or simulated situations
- Analyze and record business transactions, generate reports, and prepare financial statements; calculate payroll earnings and deductions
- Create web pages and develop web-based social networking for business

**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	
ENGL 1106	College Composition I	3	
ACCT 1400	Business Math	2	
ADSC 2440*	Advanced Office Protocol	2	
BUS 2402 or BUS 1448	Principles of Management or Leadership Development	3	
ADSC 2450	Digital Content Management	3	
ADSC 1432	Office Capstone	3	
ENGL 1109*	College Composition II	3	
ADSC 2498	Internship	1	
Technical Electives	Choose any course from BUS or ADSC courses	3	
General Education Electives	Choose from Minnesota Transfer Curriculum Goal Areas 2-10 (at least 2 goal areas)	6	

**Total Credits 60**

\*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](http://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

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

or

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

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