



## Administrative Office Specialist AAS Degree - 60 credits

Program Area: Administrative Support Careers (Fall 2017)

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

### Program Description

This program is designed to prepare the student for employment as an Administrative Office Specialist. Administrative Office Specialists may perform duties such as preparing correspondence, filing, calendar scheduling, handling mail, and computerized applications. In addition, they may be asked to assume responsibility for composing and dictating letters, recording meeting minutes, collecting data and performing research, generating reports, maintaining budgets and other accounting applications, and supervisory duties.

### Program Outcomes

- Plan and produce professional written business correspondence using correct English and proofreading skills
- Plan and deliver verbal presentations using correct English skills
- Demonstrate keyboarding production proficiency
- Apply ARMA indexing and filing procedures and rules
- Transcribe various types of material into mailable documents using correct English skills
- Exhibit ethical behavior, positive self-image, and professional conduct
- Utilize computer productivity software for business applications
- Develop a job search plan, appropriate documents, and exhibit appropriate interview skills
- Apply learned program skills and knowledge to work or simulated situations
- Analyze and record business transactions, generate reports, and prepare financial statements
- Demonstrate coordinating and supervisory responsibilities
- Utilize computer productivity software with desktop publishing applications

### Required Courses

| Number                                      | Name   | Credits | Term |
|---|--|---------|------|
| ADSC 1415                                   | Keyboarding I  | 3       |      |
| ADSC 1419                                   | Business English   | 3       |      |
| ADSC 1430                                   | Microsoft Office   | 3       |      |
| ADSC 1440*                                  | General Office Procedures                                | 3       |      |
| BUS 1402<br>or<br>BUS 1448                  | Principles of Management<br>or<br>Leadership Development | 3       |      |
| ADSC 1416*                                  | Keyboarding II   | 3       |      |
| ADSC 1420                                   | Business Communications                                  | 3       |      |
| ADSC 1421*                                  | Business Presentations                                   | 3       |      |
| ADSC 1431*                                  | Microsoft Office Advanced                                | 3       |      |
| ADSC 1452*                                  | Transcription and Editing                                | 3       |      |
| ADSC 1718*                                  | Keyboarding Drills                                       | 1       |      |
| ADSC 1425                                   | Calculators/Ten-key                                      | 1       |      |
| ADSC 1441                                   | Bookkeeping  | 2       |      |
| ADSC 1715                                   | Word Processing  | 3       |      |
| COMM 1105                                   | Interpersonal Communication                              | 3       |      |
| ENGL 1106*                                  | College Composition I                                    | 3       |      |
| ADSC 1432*                                  | Office Capstone  | 3       |      |
| ADSC 1442*                                  | Records Management                                       | 2       |      |
| ADSC 2497                                   | Internship   | 3       |      |
| ENGL 1109*                                  | College Composition II                                   | 3       |      |
| <i>Elective Credits from two Goal Areas</i> | Minnesota Transfer Curriculum (Goal Areas 2-10)          | 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:

- A score of 78 or higher on the reading comprehension portion of the Accuplacer, or
- Completion of ENGL/READ 0950 or 0955 OR equivalent course or higher. ENGL/READ 0955 may be taken concurrently.

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 at [pat@lsc.edu](mailto:pat@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, the gainful employment disclosure, and potential career opportunities, see program Website:

<https://degrees.lsc.edu/administrative-assistant/>

- or -

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



MINNESOTA STATE

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