

# Lake Superior College

## Program Planner

Created on: 03/01/05

Updated: 02/10/11

Effective: *Fall 2011*

*Qualified applicants should be aware that program class sizes are limited, which may delay acceptance into the program.*

*You may be required to complete additional (or less) coursework, dependent upon the results of your Computerized Placement Test (CPT) and/or previous coursework completed or certifications earned.*

**Program:** Office Assistant

**Degree Type:** Certificate

**Total Required Credits:** 29

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### Pre-program Requirements

Successful entry into this program requires 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:**

- A score of 86 or higher on the Sentence Skills portion of the CPT, OR
- Completion of ENGL0460 or its equivalent transfer course or higher.
- If required, ENGL0460 may be taken concurrently with Semester I coursework.

**Reading:**

- A score of 78 or higher on the Reading Comprehension portion of the CPT, OR
  - Completion of READ0465 or its equivalent transfer course or higher.
  - If required, READ0465 may be taken concurrently with Semester I coursework.
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### Required Pre-technical Course

**(NOTE:** If student types less than 20 wpm.)

Course ID# (concurrent)	Course Title (Pre-reqs)	Term	Credits	Grade/ Term
ADSC1710 (Yes)	Introduction to Keyboarding (None)	F/S	1	

## Semester I

Course ID#	Course Title (Pre-reqs)	Term	Credits	Grade/ Term
ADSC1415	<b>Keyboarding I</b> (ADSC1710 or equivalent or instructor's consent)	F/S	4	
ADSC1420	<b>Business Communications</b> (Keyboarding/word processing ability or concurrent enrollment in a keyboarding course)	F/S	3	
ADSC1422	<b>Business Vocabulary/Proofreading</b> (READ0465 and ENGL0460 or concurrent enrollment)	F/S	2	
ADSC1440	<b>General Office Procedures</b> (ADSC1415, equivalent, or concurrent enrollment in ADSC1415)	F	3	
ADSC1441	<b>Bookkeeping</b> (None)	F	2	
ADSC1715	<b>Word Processing</b> (ADSC1710 or instructor's consent)	F/S	2	
<b>Total Credits for Term</b>			<b>16</b>	

## Semester II

Course ID#	Course Title (Pre-reqs)	Term	Credits	Grade/ Term
ADSC1416	<b>Keyboarding II</b> (ADSC1415 and the ability to keyboard at 40 net wpm)	S	4	
ADSC1421	<b>Business Presentations</b> (ADSC1420, ADSC1430, or ADSC1719; concurrent enrollment in either of these courses or instructor's consent)	S	3	
ADSC1430	<b>Microsoft Office</b> (READ0465 and ENGL0460 or concurrent enrollment; ability to type a minimum of 20 wpm)	F/S	3	
ADSC1452	<b>General Transcription</b> (ADSC1420 or concurrent enrollment and ADSC1415 or concurrent enrollment)	S	2	
ADSC1718	<b>Keyboarding Drills</b> (ADSC1415 or equivalent; 35 wpm)	F/S	1	
<b>Total Credits for Term</b>			<b>13</b>	

- All courses in diploma and/or certificate programs are acceptable for credit toward Lake Superior College degree programs as indicated on individual program planners.
- This is not a contract; Lake Superior College reserves the right to change the planner as necessary.
- This document can be made available in alternative formats, such as large print, Braille, or audio tape, by calling 733-7650 or MRS/TTY 800-627-3529.