



## About LTC

Lincoln Trail College is a two-year, coeducational, comprehensive, public community college offering a full spectrum of transfer, occupational, continuing education, and community service programs.

Located in Robinson, Illinois, the scenic main campus brings together contemporary buildings and picturesque settings like Miller Lake.

As one of roughly 1,100 students, you will receive one-on-one attention from your instructors and support staff.



Lincoln Trail has been recognized twice as one of the top 120 community colleges in the nation for its completion rates and has been recognized as the number one among public two-year colleges for student success. Our students finish what they start and we provide the resources.

Our small campus allows big opportunities for you to get involved and build your resume. This is your chance to experience things you never thought possible. Imagine yourself on stage performing with our award winning Statesmen Singers or aspire to join our nationally recognized Phi Theta Kappa Honor Society.



Lincoln Trail College provides you with a quality education at an affordable cost. In addition to offering affordable tuition costs to our in-district students, we offer special tuition discounts to students from 18 counties in southwestern Indiana.



# Lincoln Trail College

## Our mission:

*Deliver exceptional education and services to improve the lives of our students and to strengthen our communities.*

For more information:

Phone: 618-544-8657  
Toll Free: 866-582-4322

11220 State Hwy. 1  
Robinson, IL 62454

For class listings and course curriculum for all programs, check out LTC online:

[www.iecc.edu/ltc](http://www.iecc.edu/ltc)

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# Office Management



**Lincoln Trail College**  
Robinson, IL



**an Illinois Eastern Community College**

## The Program

A 63 credit-hour degree program.

**D186**

The Office Management program is designed to enable students to acquire highly skilled management opportunities in a diverse and progressive work environment.

The curriculum includes business law, personnel management, technology and accounting.

Graduates in the program may find employment opportunities in a number of fields including business, banking, education, public relations, law, government, industry and accounting.

Graduates are trained to organize, manage and distribute information in today's fast-paced business world.

Administrative managers plan, direct and coordinate support services in an organization. Responsibilities vary depending on organization and may include records and information management, mail distribution, facilities planning and maintenance, and other office support services.



## Office Management D186

Class Title		Credit Hours
<b>First Semester</b>		
BMG 1202	Business Math OR	
ELEC	College-level Math	4
BOC 1202	Intern. Keyboarding	3
BUS 1101	Introduction to Business	3
DAP 1201	Business Computer Systems	3
ENG 1201	Communications	OR
ENG 1111	Composition I	3
		<i>Semester Total 16</i>
<b>Second Semester</b>		
BOC 1206	Employment Methods	1
DAP 2202	Word Processing I	3
DAP 2203	Word Processing II	3
PSY 1101	General Psychology I	OR
PSY 1103	Business Psychology	3
SPE 1111	Interpersonal Communications	OR
SPE 1101	Fund. of Effective Speaking	3
TQM 1206	Project Management	3
		<i>Semester Total 16</i>
<b>Third Semester</b>		
ACC 1101	Applied Accounting	4
BUS 2101	Business Law I	3
BUS 2104	Business Economics	OR
ECN 2101	Principles of Macroeconomics	3
CIS 1278	Spreadsheet	3
TQM 1214	Team Building/Development	1
TQM 1216	Conflict Resolution/Consensus Building	1
TQM 2205	Leadership in Management	1
		<i>Semester Total 16</i>
<b>Fourth Semester</b>		
ACC 1102	Fund. of Accounting	4
BOC 2211	Office Internship I	2
BMK 2101	Principles of Marketing	3
BUS 1102	Managerial Effectiveness: Personnel	3
DAP 2265	Desktop Publishing I	3
		<i>Semester Total 15</i>
		<i>Degree Total 63</i>

*\*Students will be placed in keyboarding classes according to previous experience, training and ability.*

## Financial Assistance

To be considered for financial aid, you must complete the FAFSA (Free Application for Federal Student Aid). FAFSA information is used to determine your eligibility for federal and/or state aid, and scholarships. It is also the first step in applying for a federal student loan. The FAFSA should be completed as soon as income taxes are filed in the spring. Applications are available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Scholarship opportunities are available online at [www.iecc.edu/ltc](http://www.iecc.edu/ltc).



## Campus Visit

Interested persons are invited to visit the campus to learn more about the Computer Telephony Program available at Lincoln Trail College.