

## **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



#### Our mission:

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

For more information:

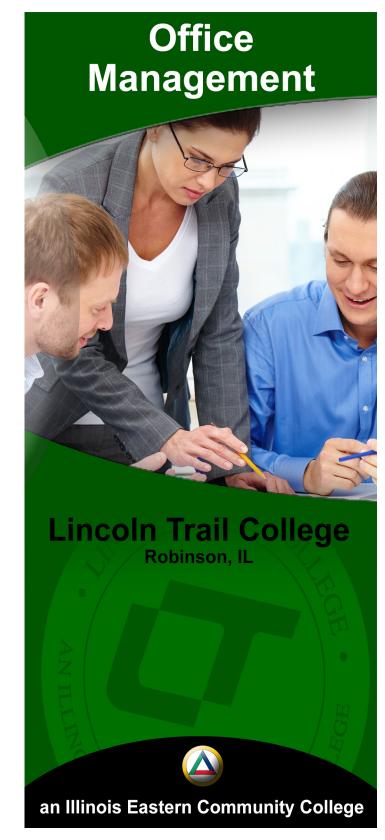
Phone: 618-544-8657 Toll Free: 866-582-4322

11220 State Hwy. 1 Robinson, IL 62454

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

# www.iecc.edu/ltc

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## **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

Office Management D100			
Clas	s Title		Credit Hours
		First Semester	
BMG	1202	Business Math OR	
<b>ELEC</b>		College-level Math	4
BOC	1202	Interm. Keyboarding	3
BUS 1		Introduction to Busine	
DAP		Business Computer Sy	
ENG.		Communications	OR
ENG		Composition I	3
EING	1111	Composition	
			Semester Total 16
		Second Semester	
BOC	1206	<b>Employment Methods</b>	3
DAP	2202	Word Processing I	3
DAP	2203	Word Processing II	3
PSY 1	101	General Psychology I	OR
PSY 1		Business Psychology	3
SPE 1		Interpersonal Commu	
SPE 1		Fund. of Effective Spe	
=			
TQM	1206	Project Management	
			Semester Total 16
		Third Semester	
ACC	1101	Applied Accounting	4
BUS 2	2101	Business Law I	3
BUS 2	2104	Business Economics	OR
ECN	2101	Principles of Macroed	onomics 3
CIS 1		Spreadsheet	3
TQM		Team Building/Develo	
TQM		Conflict Resolution/Co	
IWI	1210		
TO 1.4	0005	Building	1
IQM	2205	Leadership in Manage	
			Semester Total 16
		Fourth Semester	
	1102	Fund. of Accounting	4
BOC	2211	Office Internship I	2
BMK		Principles of Marketing	g 3
BUS 1		Managerial Effectiver	
DAP		Desktop Publishing I	3
D7 (I	2200	Boskiep i oblisimig i	Semester Total 15
			Degree Total 63
			Degree Total 03
*C1	الناب ماميد		
*Students will be placed in keyboarding classes according			
to pr	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. Scholarship opportunities are available online at 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.