

# LANSING COMMUNITY COLLEGE

## CURRICULUM GUIDE

Administrative Office Management  
Associate in Business Degree

Curriculum Code: 1044 (Effective Fall 2005 – Summer 2010)

The Administrative Office Management degree provides Office Administration graduates and practicing office professionals, as well as those returning to the workforce after an absence, the opportunity to enhance their skills, increase their employability, and advance in their careers. It builds on the course work provided in the Certificate of Achievement and will enhance a student's employment opportunities in this field. Graduates of the program are prepared to work as an office manager or administrative supervisor in an office setting. Although specific functions vary considerably, most office managers establish and monitor office procedures and policies; coordinate and supervise the work of their staff; evaluate employee performance; interview, hire, and train new employees; manage long-term projects; prepare progress and departmental performance reports; order and maintain office equipment; and generally act as the primary liaison between support staff and managerial staff. **Not all courses in this program transfer to all colleges.** Students planning to transfer should see an academic advisor or counselor before enrolling in any course.

### PREREQUISITES

Students should see *Course Descriptions* or *Course Offerings* for course prerequisite information. See the *Assessment and Placement Testing* section for skills assessment and advising information.

### INFORMATION

Contact the Business Department, Old Central Building, Room 210, telephone number (517) 483-1522.

### REQUIREMENTS

**TOTAL: 47 CREDITS**

| CODE    | TITLE                               | CREDIT HOURS |
|---------|-------------------------------------|--------------|
| ACCG100 | Practical Accounting for Non-Majors | 3            |
| BUSN118 | Introduction to Business            | 3            |
| CITA133 | Microsoft Access Database           | 3            |
| CITA233 | Advanced Microsoft Access           | 2            |
| CITF110 | Intro Computer Info Systems         | 3            |
| LEGL215 | Business Law I, Business Principles | 3            |
| MATH117 | Math for Business                   | 4            |
| MGMT223 | Developing Supervisory Skills       | 3            |
| MKTG200 | Principles of Marketing             | 3            |

|         |                                      |   |
|---------|--------------------------------------|---|
| OADM105 | Employability Skills                 | 1 |
| OADM195 | Human Relations in Work Place        | 2 |
| OADM216 | Information Management II            | 3 |
| OADM220 | Administrative Mgmt in Organizations | 3 |
| OADM240 | Office Internship (See Note 1)       | 2 |
| OADM275 | Diversity in Business                | 3 |
| SPCH110 | Oral Communication in the Workplace  | 3 |
| WRIT127 | Business Writing                     | 3 |

### LIMITED CHOICE REQUIREMENTS

**TOTAL: 18–20 CREDITS**

Complete the indicated number of credits from **EACH CHOICE** listed below.

#### **CHOICE 1: General Education Core Areas**

**4–5 Credits**

(See *General Education Core Requirements* for information on how to fulfill these requirements.

Core area proficiency exams, where appropriate, are available for each core area.)

|  |     |
|--|-----|
| Communication Core Area (See Note 2)                     | 0   |
| Global Perspectives and Diversity Core Area (See Note 2) | 0   |
| Mathematics Core Area (See Note 2)                       | 0   |
| Science Core Area  | 4–5 |
| Writing Core Area (See Note 2)                           | 0   |

#### **CHOICE 2: Office Management Options**

**9 Credits**

|         |                                       |   |
|---------|---------------------------------------|---|
| LABR204 | Employment Law for Managers           | 3 |
| MGMT224 | Human Resource Management             | 3 |
| MGMT225 | Principles of Management              | 3 |
| MGMT227 | Training and Development for Business | 3 |
| MGMT231 | Team Development                      | 3 |
| MGMT239 | Time and Stress Management            | 3 |

#### **CHOICE 3: Computer Related**

**5–6 Credits**

|         |   |   |
|---------|---|---|
| CITA110 | Intro to Microsoft Office               | 3 |
| CITA119 | Microsoft Word                          | 3 |
| CITA126 | Excel                                   | 3 |
| CITA130 | Microsoft FrontPage                     | 3 |
| CITA140 | Microsoft Outlook                       | 3 |
| CITA160 | Using Project Management Software       | 2 |
| CITF103 | Internet Basics                         | 2 |
| CITF200 | Information Systems and Problem Solving | 3 |
| OADM108 | Input Technologies/Business             | 2 |

**MINIMUM TOTAL**

**65**

**NOTES:**

1. Internship is considered the capstone course in this curriculum. Students must have Department Approval and enroll concurrently in OADM105 to enroll in Internship.
2. Students completing "REQUIREMENTS" have fulfilled the requirements for this Core area.

**SUGGESTED COURSE SEQUENCE**

Students should see course descriptions to find out when departments plan to offer courses. Students who for any reason are unable to follow the course sequence suggested below (for example, those who are part-time, have transferred in courses from another school, or have prerequisites to fulfill) should contact an academic advisor or counselor for help with adjustments.

| <b>I</b> | <b>II</b> | <b>III</b> | <b>IV</b> |
|----------|-----------|------------|-----------|
| ACCG100  | CITA133   | CITA233    | OADM105   |
| BUSN118  | OADM216   | LEGL215    | OADM240   |
| CITF110  | WRIT127   | MATH117    | SPCH110   |
| MGMT223  | Lim.Ch.2  | MKTG200    | Lim.Ch.1  |
| OADM195  | Lim.Ch.3  | OADM275    | Lim.Ch.2  |
| OADM220  | Lim.Ch.3  |            | Lim.Ch.2  |