

LANSING COMMUNITY COLLEGE

CURRICULUM GUIDE

Administrative Office Management
Associate in Business Degree

Curriculum Code: 1044 (Effective Fall 2006 – Summer 2011)

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, Gannon Vocational-Technical Center, Room 190, telephone number (517) 483-1522 or Counseling and Advising Centers, Gannon Vocational-Technical Center, Room 204, telephone number (517) 483-1904.

REQUIREMENTS

CODE	TITLE	TOTAL: 52 CREDITS CREDIT HOURS
ACCG100	Practical Accounting for Non-Majors	3
BUSN118	Introduction to Business	3
CITA110	Introduction to Microsoft Office	3
CITA133	Microsoft Access Database	3
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
OADM108	Input Technologies/Business	3
OADM119	Business Document Production/MS Office	4
OADM195	Human Relations in Work Place	2
OADM216	Information Management II	3
OADM220	Administrative Mgmt in Organizations	3
OADM275	Diversity in Business	3
SPCH110	Oral Communication in the Workplace	3
WRIT127	Business Writing	3

LIMITED CHOICE REQUIREMENTS

TOTAL: 13–17 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 1)	0
Global Perspectives and Diversity Core Area (See Note 1)	0
Mathematics Core Area (See Note 1)	0
Science Core Area	4–5
Writing Core Area (See Note 1)	0

CHOICE 2: Admin Office Mgmt Options

4–6 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
OADM291	Office Systems Capstone	3
OADM299	Special Topics in Office Administration	1–3

CHOICE 3: Computer Related

5–6 Credits

CITA130	Microsoft FrontPage	3
CITA133	Microsoft Access Database	3
CITA233	Advanced Microsoft Access	2
CITF103	Internet Basics	2
CITF200	Information Systems and Problem Solving	3

MINIMUM TOTAL

65

NOTE:

1. 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.

I	II	III	IV
BUSN118	ACCG100	CITA133	SPCH110
CITA110	OADM108	LEGL215	Lim.Ch.1
CITF110	OADM119	MATH117	Lim.Ch.2
MGMT223	OADM216	MKTG200	Lim.Ch.2
OADM195	WRIT127	OADM275	Lim.Ch.3
OADM220	Lim.Ch.3		