

# LANSING COMMUNITY COLLEGE

## CURRICULUM GUIDE

Administrative Office Management  
Certificate of Achievement

Curriculum Code: 1049 (Effective Fall 2006 – Summer 2011)

The Administrative Office Management Certificate of Achievement 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 basic course work provided in the Certificate of Completion 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. All course work in this certificate will apply toward completion of the Administrative Office Management Associate in Business Degree.

### 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

**TOTAL: 30 CREDITS**

CODE	TITLE	CREDIT HOURS
ACCG100	Practical Accounting for Non–Majors	3
BUSN118	Introduction to Business	3
CITA110	Introduction to Microsoft Office	3
CITA133	MS Access Database	3
CITF110	Intro Computer Info Systems	3
MGMT223	Developing Supervisory Skills	3
OADM108	Input Technologies/Business	3
OADM119	Business Document Production/MS Office	4
OADM195	Human Relations in Work Place	2
OADM220	Administrative Mgmt in Organizations	3

**LIMITED CHOICE REQUIREMENTS****TOTAL: 4-5 CREDITS**Complete the indicated number of credits from **EACH CHOICE** listed below.

<b>CHOICE 1: Admin Office Mgmt Options</b> (See Note 1)		<b>4-5 Credits</b>
CITA130	Microsoft FrontPage	3
CITA133	Microsoft Access Database	3
CITF103	Internet Basics	2
CITF200	Information Systems and Problem Solving	3
OADM299	Special Topics in Office Administration	1-3
WRIT127	Business Writing	3
<b>MINIMUM TOTAL</b>		<b>34</b>

**NOTE:**

1. It is recommended that students who are working towards the Administrative Office Management Associate Degree take WRIT127.

**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>
BUSN118	ACCG100	CITA133
CITA110	OADM108	Lim.Ch.
CITF110	OADM119	Lim.Ch.
MGMT223	OADM220	
OADM195	Lim.Ch.	