

LANSING COMMUNITY COLLEGE

CURRICULUM GUIDE

Administrative Office Management
Certificate of Completion

Curriculum Code: 1050 (Effective Fall 2006 – Summer 2011)

The Administrative Office Management curriculum 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. The Certificate of Completion provides the basic course work in this program. Graduates of the degree curriculum 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 Certificate of Achievement and 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

REQUIREMENTS		TOTAL: 14 CREDITS
CODE	TITLE	CREDIT HOURS
BUSN118	Introduction to Business	3
CITF110	Intro Computer Info Systems	3
MGMT223	Developing Supervisory Skills	3
OADM195	Human Relations in Work Place	2
OADM220	Administrative Mgmt in Organizations	3
MINIMUM TOTAL		14

NOTE:

1. Students with prior office work experience and advanced skills are encouraged to consult with an Office Administration Program Advisor for appropriate placement in the program.

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.

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BUSN118

CITF110

MGMT223

OADM195

OADM220