

LANSING COMMUNITY COLLEGE

CURRICULUM GUIDE

Administrative & Information Management
Associate in Business Degree

Curriculum Code: 0114 (Effective Fall 2007 – Summer 2012)

The Administrative and Information Management degree is comprised of three specialty programs, or pathways, each of which prepares students to work as an administrative assistant or office manager in a business, legal, or medical office setting. Each pathway offers a certificate of completion and certificate of achievement (the Medical Office Administration and Transcription pathway offers separate certificates for Medical Office Administration and Medical Transcription). The Administrative and Information Management degree expands upon the coursework provided in the certificates of achievement and will enhance a student's employment opportunities in this field. In addition to their traditional role, today's office professional is responsible for coordinating a variety of office functions including communication, research, training and orientation of staff, budgeting and financial analysis, records management, and new office technology operation and troubleshooting. **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 Building, Room 190, telephone number (517) 483-1522 (Website: <http://www.lcc.edu/business/>) or Counseling and Advising Centers, Gannon Building, Room 204, telephone number (517) 483-1904.

REQUIREMENTS**TOTAL: 45 CREDITS**

CODE	TITLE	CREDIT HOURS
ACCG100	Practical Accounting for Non-Majors	3
ADMN102	Editing Business Documents	3
ADMN105	Employability Skills	1
ADMN108	Input Technologies/Business	3
ADMN119	Business Document Production/MS Office	4
ADMN195	Human Relations in the Work Place	2
ADMN203	Administrative Office Procedures	3
ADMN220	Administrative Mgmt in Organizations	3
ADMN275	Diversity in Business	3
BIOL145	Introductory Anatomy and Physiology	4
BUSN118	Introduction to Business	3
CITA110	Introduction to Microsoft Office	3
MATH117	Math for Business	4
SPCH110	Oral Communication in the Workplace	3
WRIT127	Business Writing	3

LIMITED CHOICE REQUIREMENTS**TOTAL: 15-19 CREDITS**Complete the indicated number of credits from **EACH CHOICE** listed below.**CHOICE 1: General Education Core Areas****0 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 (See Note1)	0
Writing Core Area (See Note 1)	0

CHOICE 2: Specialty (Choose one subchoice) 15–19 Credits

Subchoice 2A: Office Administration

ADMN215	Information Management I	2
ADMN216	Information Management II	3
ADMN240	Administrative Internship	2
ADMN291	Administrative Mgmt Capstone	3
ADMN299	Special Topics in Administrative Mgmt (See Notes 2 and 3)	2
CITF110	Intro Computer Info Systems	3

Subchoice 2B: Medical Office Administration/Transcription

ADMN197	Medical Practice Vocabulary	3
ADMN198	Health Information Management	3
ADMN207	Medical Transcription	3
ADMN210	Medical Practice Coding Concepts	3
ADMN228	Financial Management in Health Care	3
ADMN240	Administrative Internship	2
ADMN299	Special Topics in Administrative Mgmt (See Notes 2 and 4)	2

Subchoice 2C: Legal Office Administration

ADMN205	Legal Vocabulary, Citations and Document	4
ADMN291	Administrative Mgmt Capstone	3
ADMN299	Special Topics in Administrative Mgmt (See Notes 2 and 5)	2
CITF110	Intro Computer Info Systems	3
LEGL115	Paralegal Career/Ethics	2
LEGL215	Business Law I, Basic Principles	3

MINIMUM TOTAL 60

NOTES:

1. Students completing "REQUIREMENTS" have fulfilled the requirements for this CORE area.
2. ADMN299 is offered several times a year with various topics and credits. See the printed schedule book or the Course Offerings section of the LCC website at www.lcc.edu for specific offerings each semester.
3. Students may substitute CITA130 or CITA133 instead of ADMN299.
4. Students may substitute ADMN215, ADMN216, ADMN222 or CITF110 instead of ADMN299.
5. Students may substitute ADMN215, ADMN216, ADMN240, or LEGL210 instead of ADMN299.

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.

Subchoice 2A: Office Administration

I	II	III	IV
ADMN102	ADMN119	ACCG100	ADMN240
ADMN108	ADMN195	ADMN105	ADMN291
ADMN203	ADMN215	ADMN216	BIOL145
CITA110	ADMN299	ADMN220	MATH117
CITF110	BUSN118	ADMN275	SPCH110
	WRIT127	ADMN299	

Subchoice 2B: Medical Office Administration/Transcription

I	II	III	IV
ADMN102	ACCG100	ACCG105	ADMN220
ADMN108	ADMN119	ADMN195	ADMN240
ADMN197	ADMN198	ADMN207	ADMN275
BIOL145	ADMN203	ADMN210	BUSN118
CITA110	ADMN299	ADMN228	MATH117
	WRIT127	ADMN299	SPCH110

Subchoice 2C: Legal Office Administration

I	II	III	IV
ADMN102	ADMN119	ACCG100	ADMN105
ADMN108	ADMN195	ADMN220	ADMN291
ADMN203	ADMN299	ADMN275	ADMN299
ADMN205	BUSN118	MATH117	BIOL145
CITA110	LEGL115	WRIT127	CITF110
	LEGL215		SPCH110