

LANSING COMMUNITY COLLEGE

CURRICULUM GUIDE

Administrative & Information Management
Certificate of Completion

Curriculum Code: 0789 (Effective Fall 2007 – Summer 2012)

The Administrative and Information Management Certificate of Completion prepares students to work as a secretary in an office setting. It provides the basic course work in this program and prepares students for entry-level employment in this field. All course work will apply toward completion of the Administrative and Information 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 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 (See Note 1)

TOTAL: 15 CREDITS

CODE	TITLE	CREDIT HOURS
ADMN102	Editing Business Documents	3
ADMN108	Input Technologies/Business	3
ADMN203	Administrative Office Procedures	3
CITA110	Introduction to Microsoft Office	3
CITF110	Intro Computer Info Systems	3
MINIMUM TOTAL		15

NOTES:

1. It is recommended that students entering this curriculum have keyboarding and Windows experience. This experience may come from life or work experience, CABS100 seminars, CITF106, CITF108, ADMN103, or ADMN109.
2. Students must complete all courses with a grade of 2.0 or higher to receive this certificate of completion.

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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ADMN102

ADMN108

ADMN203

CITA110

CITF110