

# LANSING COMMUNITY COLLEGE

## CURRICULUM GUIDE

Administrative Office Management  
Associate in Business Degree

Curriculum Code: 1044 (Effective Fall 2007 – Summer 2012)

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 provides training to supervise and manage the operations and personnel of business offices and management-level divisions. The curriculum includes instruction in employee supervision, management, and labor relations; budgeting; scheduling and coordination; office systems operation and maintenance; and office records management and organization. The curriculum builds on the course work provided in the Certificate of Achievement and will enhance a student's employment opportunities in this field. **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: 50 CREDITS**

CODE	TITLE	CREDIT HOURS
ACCG100	Practical Accounting for Non-Majors	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
ADMN216	Information Management II	3
ADMN220	Administrative Mgmt in Organizations	3
ADMN275	Diversity in Business	3
BUSN118	Introduction to Business	3

CITA110	Introduction to Microsoft Office	3
CITF110	Intro Computer Info Systems	3
LEGL215	Business Law I, Business Principles	3
MATH117	Math for Business	4
MGMT223	Developing Supervisory Skills	3
MGMT225	Principles of Management	3
SPCH110	Oral Communication in the Workplace	3
WRIT127	Business Writing	3

**LIMITED CHOICE REQUIREMENTS**

**TOTAL: 11–14 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: Administrative Office Management Options**

**7–9 Credits**

ADMN102	Editing Business Documents	3
ADMN240	Administrative Internship	2
ADMN291	Administrative Management Capstone	3
ADMN299	Special Topics in Administrative Mgmt (See Note 2)	1–3
LABR204	Employment Law for Managers	3
MGMT224	Human Resource Management	3
MGMT227	Training and Development for Business	3
MGMT231	Team Development	3
MGMT239	Time and Stress Management	3
MKTG200	Principles of Marketing	3

**MINIMUM TOTAL**

**61**

**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](http://www.lcc.edu) for specific offerings each semester.

## 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
ADMN195	ACCG100	ADMN105	ADMN275
BUSN118	ADMN108	CITF110	SPCH110
CITA110	ADMN119	LEGL215	Lim.Ch.1
MGMT225	ADMN216	MATH117	Lim.Ch.2
WRIT127	ADMN220	MGMT223	Lim.Ch.2
		Lim.Ch.2	