

# LANSING COMMUNITY COLLEGE

## CURRICULUM GUIDE

Admin & Info Mgmt Professional Studies  
Certificate of Completion

Curriculum Code: 1047 (Effective Fall 2007 – Summer 2012)

The Administrative and Information Management Professional Studies Certificate of Completion will provide currently working administrative professionals the opportunity to enhance their skills, increase their employability, and advance in their careers. Upon completion of this certificate, students will be able to apply new learning in their field of study to the workplace. Course work included in the certificate is grouped into categories established by the International Association of Administrative Professionals.

### 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 Vocational-Technical Center, Room 204, telephone number (517) 483-1904.

### REQUIREMENTS (See Note 1)

**TOTAL: 3 CREDITS**

CODE	TITLE	CREDIT HOURS
ADMN108	Input Technologies/Business	3

### LIMITED CHOICE REQUIREMENTS

**TOTAL: 15-18 CREDITS**

Complete the indicated number of credits from **EACH CHOICE** listed below.

#### CHOICE 1: Office Systems & Technology

**5-6 Credits**

ADMN109	Keyboarding Improvement	2
ADMN119	Business Document Production/MS Office	4
CITA110	Introduction to Microsoft Office	3
CITA115	Microsoft PowerPoint	3
CITA119	Microsoft Word	3
CITA126	Microsoft Excel	3
CITA130	Microsoft FrontPage	3
CITA133	Microsoft Access Database	3

CITA140	Microsoft Outlook	3
CITA219	Advanced Microsoft Word	3
CITA226	Microsoft Excel–Advanced	3
CITA233	Advanced Microsoft Access	2
CITF103	Internet Basics	2
CITF107	IC3 Certification	3
CITF108	Microsoft Windows	2
CITF110	Intro Computer Info Systems	3
CITF200	Information Systems and Problem Solving	3

**CHOICE 2: Office Administration** **5–6 Credits**

ADMN102	Editing Business Documents	3
ADMN105	Employability Skills	1
ADMN203	Administrative Office Procedures	3
ADMN215	Information Management I	2
ADMN216	Information Management II	3
ADMN220	Administrative Mgmt in Organizations	3
ADMN291	Administrative Mgmt Capstone	3
ADMN299	Special Topics in Administrative Mgmt (See Note 2)	1–3
SIGN161	American Sign Language I	3
SPCH110	Oral Communication in the Workplace	3
SPCH120	Dynamics of Communication	3
SPCH130	Fundamentals of Public Speaking	3
SPCH140	Interpersonal Communication	3
SPCH260	Nonverbal Communication	3
SPCH280	Intercultural Communication	3
WRIT127	Business Writing	3

**CHOICE 3: Management** **5–6 Credits**

ACCG100	Practical Accounting for Non–Majors	3
ADMN195	Human Relations in the Work Place	2
ADMN275	Diversity in Business	3
BUSN101	Business Special Topics	1–3
BUSN118	Introduction to Business	3
BUSN160	Starting a Business	2
BUSN161	Writing a Business Plan	2
BUSN201	International Business	3
LABR204	Employment Law for Managers	3
LEGL215	Business Law I, Basic Principles	3
MGMT101	Management Special Topics	1–3
MGMT223	Developing Supervisory Skills	3
MGMT224	Human Resource Management	3

MGMT225	Principles of Management	3
MGMT227	Training and Development for Business	3
MGMT229	Compensation Management	3
MGMT231	Team Development	3
MGMT237	Managing for Continual Improvement	3
MGMT239	Time and Stress Management	3
MKTG101	Marketing Special Topics	1-3
MKTG200	Principles of Marketing	3
MKTG202	Managerial Marketing	3
<b>MINIMUM TOTAL</b>		<b>18</b>

**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, or ADMN103.
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 for 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
ADMN108	Lim.Ch.
Lim.Ch.	Lim.Ch.
Lim.Ch.	Lim.Ch.
Lim.Ch.	