

LANSING COMMUNITY COLLEGE

CURRICULUM GUIDE

Administrative Office Management
Certificate of Achievement

Curriculum Code: 1049 (Effective Fall 2007 – Summer 2012)

The Administrative Office Management Certificate of Achievement 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 builds on the basic course work provided in the Certificate of Completion and will enhance a student's employment opportunities in this field. Graduates of the degree curriculum are prepared to supervise and manage the operations and personnel of business offices and management-level divisions. All course work in this certificate will apply toward completion of the Administrative Office Management 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

TOTAL: 31 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
BUSN118	Introduction to Business	3
CITA110	Introduction to Microsoft Office	3
MGMT225	Principles of Management	3
WRIT127	Business Writing	3

LIMITED CHOICE REQUIREMENTS**TOTAL: 3 CREDITS**

Complete the indicated number of credits from EACH Choice listed below.

CHOICE 1:	Administrative Office Management Options	3 Credits
CITF110	Intro Computer Info Systems	3
LEGL215	Business Law I, Basic Principles	3
MGMT225	Principles of Management	3
MINIMUM TOTAL		34

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
ADMN195	ACCG100	ADMN105
BUSN118	ADMN108	Lim.Ch.
CITA110	ADMN119	
MGMT225	ADMN216	
WRIT127	ADMN220	