

LANSING COMMUNITY COLLEGE

CURRICULUM GUIDE

Administrative Office Management
Certificate of Completion

Curriculum Code: 1050 (Effective Fall 2007– Summer 2012)

The Administrative Office Management curriculum 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. The Certificate of Completion provides the basic course work in this program. 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 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

| REQUIREMENTS | | TOTAL: 14 CREDITS |
|----------------------|-----------------------------------|-------------------|
| CODE | TITLE | CREDIT HOURS |
| ADMN195 | Human Relations in the Work Place | 2 |
| BUSN118 | Introduction to Business | 3 |
| CITA110 | Introduction to Microsoft Office | 3 |
| MGMT225 | Principles of Management | 3 |
| WRIT127 | Business Writing | 3 |
| MINIMUM TOTAL | | 14 |

NOTE:

1. Students with prior office work experience and advanced skills are encouraged to consult with an Office Administration Program Advisor for appropriate placement in the program.

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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ADMN195

BUSN118

CITA110

MGMT225

WRIT127