

LANSING COMMUNITY COLLEGE

CURRICULUM GUIDE

Administrative and Information Management
Associate in Business Degree

Curriculum Code: 0114 (Effective Fall 2008 – Summer 2013)

The Administrative and Information Management degree is comprised of three specialty programs, or pathways, each of which prepares students to work as an administrative assistant or office manager in a business, legal, or medical office setting. Each pathway offers a certificate of completion and certificate of achievement (the Medical Office Administration and Transcription pathway offers separate certificates for Medical Office Administration and Medical Transcription). The Administrative and Information Management degree expands upon the coursework provided in the certificates of achievement and will enhance a student's employment opportunities in this field. In addition to their traditional role, today's office professional is responsible for coordinating a variety of office functions including communication, research, training and orientation of staff, budgeting and financial analysis, records management, and new office technology operation and troubleshooting. **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

REQUIREMENTS		TOTAL: 48 CREDITS
CODE	TITLE	CREDIT HOURS
ACCG 100	Practical Accounting Non-Major	3
ADMN 102	Editing Business Documents	3
ADMN 105	Employability Skills	1
ADMN 108	Input Technologies/Business	3
ADMN 119	Busn Document Prod/MS Office	4
ADMN 195	Human Relations in Work Place	2
ADMN 203	Admin Office Procedures	3
ADMN 215	Information Management I	3
ADMN 220	Admin Mgmt in Organizations	3

ADMN 275	Diversity in Business	3
BIOL 145	Intro Anatomy and Physiology	4
BUSN 118	Introduction to Business	3
CITA 110	Intro to Microsoft Office	3
MATH 117	Math for Business	4
SPCH 110	Oral Comm in the Workplace	3
WRIT 127	Business Writing	3

LIMITED CHOICE REQUIREMENTS

TOTAL: 13–16 CREDITS

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

CHOICE 1: General Education Core Areas

0 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 (See Note 1)	0
Writing Core Area (See Note 1)	0

CHOICE 2: Specialty (Choose one subchoice)

13–16 Credits

Subchoice 2A: Office Administration

ADMN 216	Information Management II	3
ADMN 240	Administrative Internship	2
ADMN 291	Administrative Mgmt Capstone	3
ADMN 299	Special Topics in Admin Mgmt (See Notes 2 and 3)	2
MGMT 223	Developing Supervisory Skills	3

Subchoice 2B: Medical Office Administration/Transcription

ADMN 197	Medical Practice Vocabulary	3
ADMN 198	Health Information Management	3
ADMN 207	Medical Transcription	3
ADMN 240	Administrative Internship	2
ADMN 299	Special Topics in Admin Mgmt (See Notes 2 and 4)	2
CITA 140	Microsoft Outlook	3

Subchoice 2C: Legal Office Administration

ADMN 205	Legl Vocab/Citations/Documents	4
ADMN 291	Administrative Mgmt Capstone	3
LEGL 115	Paralegal Career/Ethics	2
LEGL 210	Litigation Procedures	4
LEGL 215	Busn Law I, Basic Principles	3

MINIMUM TOTAL

61

NOTES:

1. Students completing "REQUIREMENTS" have fulfilled the requirements for this CORE area.
2. Students may substitute MGMT 290 Time Series Topics instead of ADMN 299.
3. Students may substitute CITA 130 or CITA 133 instead of ADMN 299.
4. Students may substitute ADMN 216, ADMN 222 or CITF 110 instead of ADMN 299.

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.

Subchoice 2A: Office Administration

I	II	III	IV
ADMN 102	ADMN 119	ACCG 100	ADMN 216
ADMN 108	ADMN 195	ADMN 105	ADMN 240
ADMN 203	ADMN 215	ADMN 220	ADMN 291
BUSN 118	ADMN 299	ADMN 275	ADMN299
CITA 110	MGMT 223	BIOL 145	MATH 117
	WRIT 127		SPCH 110

Subchoice 2B: Medical Office Administration/Transcription

I	II	III	IV
ADMN 102	ACCG 100	ADMN 105	ADMN 220
ADMN 108	ADMN 119	ADMN 195	ADMN 240
ADMN 197	ADMN 198	ADMN 207	ADMN 275
BIOL 145	ADMN 203	ADMN 215	ADMN 299
CITA 110	ADMN 299	BUSN 118	MATH 117
	WRIT 127	CITA 140	SPCH 110

Subchoice 2C: Legal Office Administration

I	II	III	IV
ADMN 102	ADMN 119	ACCG 100	ADMN 105
ADMN 108	ADMN 195	ADMN 215	ADMN 291
ADMN 203	BUSN 118	ADMN 220	BIOL 145
ADMN 205	LEGL 115	ADMN 275	LEGL 210
CITA 110	LEGL 215	MATH 117	SPCH 110
		WRIT 127	