

LANSING COMMUNITY COLLEGE

CURRICULUM GUIDE

Administrative and Information Management
Certificate of Achievement

Curriculum Code: 0924 (Effective Fall 2008 – Summer 2013)

The Administrative and Information Management Certificate of Achievement prepares students to work as a secretary in an office setting. It builds on the basic course work provided in the Certificate of Completion and will enhance a student's employment opportunities in this field. All course work will apply toward completion of the Administrative and Information 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: www.lcc.edu/business/) or Counseling and Advising Centers, Gannon Building, Room 204, telephone number (517) 483-1904.

REQUIREMENTS (See Note 1)		TOTAL: 31 CREDITS
CODE	TITLE	CREDIT HOURS
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
BUSN 118	Introduction to Business	3
CITA 110	Intro to Microsoft Office	3
WRIT 127	Business Writing	3

LIMITED CHOICE REQUIREMENTS

TOTAL: 2-3 CREDITS

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

CHOICE 1: Office Administration Options		2-3 Credits
ADMN 216	Information Management II	3
ADMN 240	Administrative Internship	2
ADMN 299	Special Topics in Admin Mgmt (See Note 2)	1-3
MINIMUM TOTAL		33

NOTES:

1. It is recommended that students entering this curriculum have keyboarding and Windows experience. This experience may come from life or work experience, CABS 100 seminars, CITF 106, CITF 108, ADMN 103, or ADMN 109.
2. Students may substitute MGMT 290 Time Series Topics instead of ADMN 299.
3. Students must complete all courses with a grade of 2.0 or higher to receive this certificate of achievement.

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
ADMN 102	ADMN 119	ADMN 220
ADMN 105	ADMN 195	Lim.Ch.
ADMN 108	ADMN 215	
ADMN 203	BUSN 118	
CITA 110	WRIT 127	