

LANSING COMMUNITY COLLEGE

CURRICULUM GUIDE

Administrative and Information Management Professional Studies
Certificate of Completion

Curriculum Code: 1047 (Effective Fall 2008 – Summer 2013)

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: 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
ADMN 108	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

ADMN 109	Keyboarding Improvement	2
ADMN 119	Busn Document Prod/MS Office	4
CITA 110	Intro to Microsoft Office	3
CITA 115	Microsoft PowerPoint	3
CITA 119	Microsoft Word	3
CITA 126	Microsoft Excel	3
CITA 130	Microsoft FrontPage	3
CITA 133	Microsoft Access Database	3

CITA 140	Microsoft Outlook	3
CITA 219	Advanced Microsoft Word	3
CITA 226	Microsoft Excel–Advanced	3
CITA 233	Advanced Microsoft Access	2
CITF 103	Internet Basics	2
CITF 107	IC3 Certification	3
CITF 108	Microsoft Windows	2
CITF 110	Intro Computer Info Systems	3
CITF 200	Info Sys Tech/Problem Solving	3

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

ADMN 102	Editing Business Documents	3
ADMN 105	Employability Skills	1
ADMN 203	Admin Office Procedures	3
ADMN 215	Information Management I	3
ADMN 216	Information Management II	3
ADMN 220	Admin Mgmt in Organizations	3
ADMN 291	Administrative Mgmt Capstone	3
ADMN 299	Special Topics in Admin Mgmt (See Note 2)	1–3
SIGN 161	American Sign Language I	3
SPCH 110	Oral Comm in the Workplace	3
SPCH 120	Dynamics of Communication	3
SPCH 130	Fund of Public Speaking	3
SPCH 140	Interpersonal Communication	3
SPCH 260	Nonverbal Communication	3
SPCH 280	Intercultural Communication	3
WRIT 127	Business Writing	3

CHOICE 3: Management **5–6 Credits**

ACCG 100	Practical Accounting Non–Major	3
ADMN 195	Human Relations in Work Place	2
ADMN 275	Diversity in Business	3
BUSN 101	Business Special Topics	1–3
BUSN 118	Introduction to Business	3
BUSN 160	Starting a Business	2
BUSN 161	Writing a Business Plan	2
BUSN 201	International Business	3
LABR 204	Employment Law for Managers	3
LEGL 215	Busn Law I, Basic Principles	3
MGMT 101	Management Special Topics	1–3
MGMT 223	Developing Supervisory Skills	3
MGMT 224	Human Resource Management	3

MGMT 225	Principles of Management	3
MGMT 227	Training/Development for Busn	3
MGMT 229	Compensation Management	3
MGMT 231	Team Development	3
MGMT 237	Managing/Continual Improvement	3
MGMT 239	Time and Stress Management	3
MKTG 101	Marketing Special Topics	1-3
MKTG 200	Principles of Marketing	3
MKTG 202	Managerial Marketing	3
MINIMUM TOTAL		18

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, or ADMN 103.
2. ADMN 299 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 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
ADMN 108	Lim.Ch.
Lim.Ch.	Lim.Ch.
Lim.Ch.	Lim.Ch.
Lim.Ch.	