

# LANSING COMMUNITY COLLEGE

## CURRICULUM GUIDE

Administrative Office Management  
Certificate of Achievement

Curriculum Code: 1049 (Effective Fall 2008 – Summer 2013)

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: [www.lcc.edu/business/](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
ACCG 100	Practical Accounting Non-Major	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 215	Information Management I	3
ADMN 220	Admin Mgmt in Organizations	3
BUSN 118	Introduction to Business	3
CITA 110	Introduction to Microsoft Office	3
MGMT 225	Principles of Management	3
WRIT 127	Business Writing	3

**LIMITED CHOICE REQUIREMENTS****TOTAL: 3 CREDITS**

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

<b>CHOICE 1:</b>	<b>Administrative Office Management Options</b>	<b>3 Credits</b>
ADMN 216	Information Management II	3
LEGL 215	Busn Law I, Basic Principles	3
MGMT 223	Developing Supervisory Skills	3
<b>MINIMUM TOTAL</b>		<b>34</b>

**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.

<b>I</b>	<b>II</b>	<b>III</b>
ADMN 195	ACCG 100	ADMN 105
BUSN 118	ADMN 108	Lim.Ch.
CITA 110	ADMN 119	
MGMT 225	ADMN 215	
WRIT 127	ADMN 220	