

LANSING COMMUNITY COLLEGE

CURRICULUM GUIDE

Administrative Office Technology
Certificate of Completion

Curriculum Code: 1485 (Effective Fall 2009 – Summer 2014)

The Administrative Office Technology Certificate of Completion prepares students to work as a secretary in an office setting. It provides the basic course work in this program and prepares students for entry-level employment in this field. All course work will apply toward completion of the Administrative Office Technology 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: www.lcc.edu/business/) or Counseling and Advising Centers, Gannon Building, Room 2004, telephone number (517) 483-1904.

REQUIREMENTS

CODE	TITLE	TOTAL: 16 CREDITS CREDIT HOURS
ADMN 102	Editing Business Documents	3
ADMN 105	Employability Skills	1
ADMN 108	Input Technologies/Business	3
ADMN 203	Admin Office Procedures	3
CITA 119	Microsoft Word	3
CITA 126	Microsoft Excel	3
MINIMUM TOTAL		16

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 ADMN 103, ADMN 109, or CITF 108.
2. Students must complete all courses with a grade of 2.0 or higher to receive this certificate of completion.

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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ADMN 102
ADMN 105
ADMN 108
ADMN 203
CITA 119
CITA 126