

LANSING COMMUNITY COLLEGE

CURRICULUM GUIDE

Administrative Office Technology
Associate in Business Degree

Curriculum Code: 0114 (Effective Fall 2009 – Summer 2014)

The Administrative Office Technology 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. The Administrative Office Technology 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

CODE	TITLE	TOTAL: 44 CREDITS 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
ADMN 275	Diversity in Business	3
BUSN 118	Introduction to Business	3

CITA 119	Microsoft Word	3
CITA 126	Microsoft Excel	3
MATH 117	Math for Business	4
SPCH 110	Oral Comm in the Workplace	3
WRIT 127	Business Writing	3

LIMITED CHOICE REQUIREMENTS

TOTAL: 17–21 CREDITS

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

CHOICE 1: General Education Core Areas

3–5 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 2)	3–5
Writing Core Area (See Note 1)	0

CHOICE 2: Specialty (Choose one subchoice)

14–16 Credits

Subchoice 2A: Office Administration

ACCG 100	Practical Accounting Non–Major	3
ADMN 216	Information Management II	3
ADMN 240	Administrative Internship	2
ADMN 291	Administrative Mgmt Capstone	3
CITA 133	Microsoft Access Database	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 222	Advanced Medical Transcription	3
ADMN 291	Administrative Mgmt Capstone	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. Medical Office students should take BIOL 145 for the Science Core Area.
3. Students must complete all courses with a grade of 2.0 or higher to receive this associate degree.

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 105	ADMN 195	ADMN 220	ADMN 240
ADMN 108	ADMN 215	ADMN 275	ADMN 291
ADMN 203	BUSN 118	CITA 133	MATH 117
CITA 119	WRIT 127	Lim. Ch.	SPCH 110
CITA 126			

Subchoice 2B: Medical Office Administration/Transcription

I	II	III	IV
ADMN 102	ADMN 108	ADMN 105	ADMN 220
ADMN 197	ADMN 198	ADMN 119	ADMN 222
ADMN 203	ADMN 207	ADMN 195	ADMN 275
CITA 119	ADMN 215	BUSN 118	ADMN291
Lim.Ch.	CITA 126	MATH 117	SPCH 110
		WRIT 127	

Subchoice 2C: Legal Office Administration

I	II	III	IV
ADMN 102	ADMN 105	ADMN 108	ADMN 291
ADMN 203	ADMN 119	ADMN 215	LEGL 210
ADMN 205	ADMN 195	ADMN 220	SPCH 110
CITA 119	BUSN 118	ADMN 275	WRIT 127
CITA 126	LEGL 115	MATH 117	Lim.Ch.
	LEGL 215		