

LANSING COMMUNITY COLLEGE

CURRICULUM GUIDE

Financial Institutions
Certificate of Completion

Curriculum Code: 0151 (Effective Fall 2011 – Summer 2016)

Certificate holders may improve their opportunities for advancement in this or a related area. Additional education enhances an individual's employment opportunities.

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 & Economics Department, Gannon Building, Room 190, telephone number (517) 483-1522 (Website: www.lcc.edu/business/) or Academic Advising Department, Gannon Building, Room 212, telephone number (517) 483-1904.

REQUIREMENTS

CODE	TITLE	TOTAL: 12 CREDITS CREDIT HOURS
BUSN 118	Introduction to Business	3
MGMT 150	Managing Customer Relations	3
MGMT 200	Creative Thinking for Business	3
MGMT 228	Organization Behavior	3

LIMITED CHOICE REQUIREMENTS

TOTAL: 11-13 CREDITS

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

CHOICE 1: Communication Related

3-4 Credits

SPCH 110	Oral Comm in the Workplace	3
SPCH 120	Dynamics of Communication	3
WRIT 121	Composition I	4
WRIT 127	Business Writing	3

CHOICE 2: Specialty Related (See Note 1)

8-9 Credits

ACCG 210	Principles of Accounting I	4
ACCG 211	Principles of Accounting II	4
BUSN 101	Business Special Topics	1-3
BUSN 250	Personal Finance	3
LABR 204	Employment Law for Managers	3
LEGL 215	Busn Law I, Basic Principles	3
MGMT 223	Supervisory Skills	3
MGMT 224	Human Resource Management	3
MGMT 225	Principles of Mgmt/Leadership	3
MGMT 290	TIME Series Topics	1-2
REAL 275	Real Estate Financing	3

MINIMUM TOTAL

23

NOTE:

1. Students should confer with a Business & Economics Department advisor to assure that selection of "LIMITED CHOICE" courses will best fit their career plans or to talk about alternative "LIMITED CHOICE" courses.

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 for help with adjustments.

I	II
BUSN 118	MGMT 200
MGMT 150	MGMT 228
Lim.Ch.1	Lim.Ch.2
Lim.Ch.2	Lim Ch.2