

# LANSING COMMUNITY COLLEGE

## CURRICULUM GUIDE

Administrative Office Technology  
Certificate of Achievement

Curriculum Code: 0924 (Effective Fall 2009 – Summer 2014)

The Administrative Office Technology Certificate of Achievement prepares students to work as a secretary in an office setting. It builds on the basic course work provided in the Certificate of Completion and will enhance a student's employment opportunities in this field. All course work will apply toward completion of the Administrative Office Technology 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.

<b>REQUIREMENTS (See Note 1)</b>		<b>TOTAL: 31 CREDITS</b>
<b>CODE</b>	<b>TITLE</b>	<b>CREDIT HOURS</b>
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
BUSN 118	Introduction to Business	3
CITA 119	Microsoft Word	3
CITA 126	Microsoft Excel	3
WRIT 127	Business Writing	3
<b>MINIMUM TOTAL</b>		<b>31</b>

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

**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>
ADMN 102	ADMN 119
ADMN 105	ADMN 195
ADMN 108	ADMN 215
ADMN 203	BUSN 118
CITA 119	WRIT 127
CITA 126	