

LANSING COMMUNITY COLLEGE

CURRICULUM GUIDE

Administrative Office Management
Associate in Business Degree

Curriculum Code: 1044 (Effective Fall 2009 – Summer 2014)

The Administrative Office Management degree 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 provides training to supervise and manage the operations and personnel of business offices and management-level divisions. The curriculum includes instruction in employee supervision, management, and labor relations; budgeting; scheduling and coordination; office systems operation and maintenance; and office records management and organization. The curriculum builds on the course work provided in the Certificate of Achievement and will enhance a student's employment opportunities in this field. **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: www.lcc.edu/business/) or Counseling and Advising Centers, Gannon Building, Room 204, telephone number (517) 483-1904.

REQUIREMENTS

TOTAL: 48 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
ADMN 275	Diversity in Business	3
BUSN 118	Introduction to Business	3

CITA 110	Intro to Microsoft Office	3
LEGL 215	Busn Law I, Basic Principles	3
MATH 117	Math for Business	4
MGMT 223	Supervisory Skills	3
MGMT 225	Principles of Mgmt/Leadership	3
MGMT 290	TIME Series Topics (See Note 1)	1
SPCH 110	Oral Comm in the Workplace	3
WRIT 127	Business Writing	3

LIMITED CHOICE REQUIREMENTS

TOTAL: 12–16 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 2)	0
Global Perspectives and Diversity Core Area (See Note 2)	0
Mathematics Core Area (See Note 2)	0
Science Core Area	3–5
Writing Core Area (See Note 2)	0

CHOICE 2: Administrative Office Management Options

9–11 Credits

ADMN 102	Editing Business Documents	3
ADMN 216	Information Management II	3
ADMN 240	Administrative Internship	2
ADMN 291	Administrative Mgmt Capstone	3
LABR 204	Employment Law for Managers	3
MGMT 224	Human Resource Management	3
MGMT 227	Training/Development for Busn	3
MGMT 231	Developing and Leading Teams	3
MGMT 239	Time and Stress Management	3
MKTG 200	Principles of Marketing	3

MINIMUM TOTAL

60

NOTES:

1. Students must take at least one credit from the TIME Series topics but may also choose from the two credit offerings.
2. Students completing “REQUIREMENTS” have fulfilled the requirements for this 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.

I	II	III	IV
ADMN 195	ACCG 100	ADMN 105	ADMN 275
BUSN 118	ADMN 108	LEGL 215	SPCH 110
CITA 110	ADMN 119	MATH 117	Lim.Ch.1
MGMT 225	ADMN 215	MGMT 223	Lim.Ch.2
WRIT 127	ADMN 220	MGMT 290	Lim.Ch.2
		Lim.Ch.2	