

LANSING COMMUNITY COLLEGE

CURRICULUM GUIDE

Administrative Office Management
Certificate of Achievement

Curriculum Code: 1049 (Effective Fall 2009 – Summer 2014)

The Administrative Office Management Certificate of Achievement 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 builds on the basic course work provided in the Certificate of Completion and will enhance a student's employment opportunities in this field. Graduates of the degree curriculum are prepared to supervise and manage the operations and personnel of business offices and management-level divisions. All course work in this certificate will apply toward completion of the Administrative Office Management 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 204, telephone number (517) 483-1904.

REQUIREMENTS

CODE	TITLE	TOTAL: 32 CREDITS 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
BUSN 118	Introduction to Business	3
CITA 110	Intro to Microsoft Office	3
MGMT 225	Principles of Mgmt/Leadership	3
MGMT 290	TIME Series Topics (See Note 1)	1
WRIT 127	Business Writing	3
MINIMUM TOTAL		32

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 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.

I	II	III
ADMN 195	ACCG 100	ADMN 105
BUSN 118	ADMN 108	MGMT 290
CITA 110	ADMN 119	
MGMT 225	ADMN 215	
WRIT 127	ADMN 220	