

LANSING COMMUNITY COLLEGE

CURRICULUM GUIDE

Office Management
Certificate of Achievement

Curriculum Code: 1715 (Effective Fall 2015 – Summer 2020)

This curriculum is designed for students who are already working in an office environment and wish to develop skills aimed directly at moving into office management. Certificate holders may improve their opportunities for advancement in this or a related area. The certificate of achievement is often useful in conjunction with another degree in professions such as health careers, or information technology. Graduates with this Certificate are prepared to supervise and manage the operations and personnel of business offices. Additional education enhances an individual's employment opportunities.

PREREQUISITES

Students should see [Course Descriptions](#) for course prerequisite information. See [Academic Assessment and Placement Testing for Student Success](#) for skills assessment and advising information.

INFORMATION

Contact the Business & Economics Department, Gannon Building, Room 131 , telephone number (517) 483-1522 (Website: www.lcc.edu/business) or the Academic Advising Center, Gannon Building – StarZone, telephone number (517) 483-1904.

REQUIREMENTS

REQUIREMENTS		TOTAL: 27 CREDITS
CODE	TITLE	CREDIT HOURS
BUSN 118	Introduction to Business	3
MGMT 150	Managing Customer Relations	3
MGMT 160	Office Management Procedures	3
MGMT 200	Creative Thinking for Business	3
MGMT 223	Supervisory Skills	3
MGMT 228	Organization Behavior	3
MGMT 234	Diversity in the Workplace	3
SPCH 110	Oral Comm in the Workplace	3
WRIT 127	Business Writing	3

LIMITED CHOICE REQUIREMENTS

TOTAL: 6 CREDITS

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

CHOICE 1: Technology Skills		3 Credits
CITA 110	Intro to Microsoft Office	3
CITA 126	Microsoft Excel	3
CITA 133	Microsoft Access Database	3
CITA 160	Using Project Mgmt Software	3
CHOICE 2: Management and Marketing Skills		3 Credits
MGMT 201	Time Management for Business	1
MGMT 202	Managing Difficult People	1
MGMT 203	Managing Meetings	1
MGMT 225	Principles of Mgmt/Leadership	3
MGMT 231	Developing and Leading Teams	3
MKTG 119	Mktg/Manage Your Profess Image	3
MINIMUM TOTAL		33

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
MGMT 160	MGMT 234
MGMT 223	SPCH 110
WRIT 127	Lim.Ch.2
Lim.Ch.1	