

# LANSING COMMUNITY COLLEGE

## CURRICULUM GUIDE

Administrative Office Management  
Certificate of Achievement

Curriculum Code: 1049 (Effective Fall 2005 – Summer 2010)

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 program are prepared to work as an office manager or administrative supervisor in an office setting. 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, Old Central Building, Room 210, telephone number (517) 483-1522.

### REQUIREMENTS

**TOTAL: 29 CREDITS**

CODE	TITLE	CREDIT HOURS
ACCG100	Practical Accounting for Non-Majors	3
BUSN118	Introduction to Business	3
CITA133	Microsoft Access Database	3
CITF110	Intro Computer Info Systems	3
MGMT223	Developing Supervisory Skills	3
OADM105	Employability Skills	1
OADM195	Human Relations in Work Place	2
OADM216	Information Management II	3
OADM220	Administrative Mgmt in Organizations	3
OADM240	Office Internship (See Note 1)	2
WRIT127	Business Writing	3

**LIMITED CHOICE REQUIREMENTS****TOTAL: 5-6 CREDITS**Complete the indicated number of credits from **EACH CHOICE** listed below.

<b>CHOICE 1: Computer Related</b>		<b>5-6 Credits</b>
CITA110	Introduction to Microsoft Office	3
CITA119	Microsoft Word	3
CITA126	Excel	3
CITA130	Microsoft FrontPage	3
CITA140	Microsoft Outlook	3
CITA160	Using Project Management Software	2
CITF103	Internet Basics	2
CITF200	Information Systems and Problem Solving	3
OADM108	Input Technologies/Business	2
<b>MINIMUM TOTAL</b>		<b>34</b>

**NOTE:**

1. Internship is considered the capstone course in this curriculum. Students must have Department Approval and enroll concurrently in OADM105 to enroll in Internship.

**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>
ACCG100	CITA133
BUSN118	OADM105
CITF110	OADM216
MGMT223	OADM220
OADM195	OADM240
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