

LANSING COMMUNITY COLLEGE

CURRICULUM GUIDE

Administrative Office Management Certificate of Completion

Curriculum Code: 1489 (Effective Fall 2010– Summer 2015)

The Administrative Office Management curriculum 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. The Certificate of Completion provides the basic course work in this program. 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 Certificate of Achievement and 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 Media, Art, and Information Technologies Department, Gannon Building, Room 131, telephone number (517) 483-1546 (Website: www.lcc.edu/mait/) or Counseling and Advising Centers, Gannon Building, Room 204, telephone number (517) 483-1904.

REQUIREMENTS

CODE	TITLE	TOTAL: 16 CREDITS CREDIT HOURS
ADMN 105	Employability Skills	1
ADMN 195	Human Relations in Work Place	2
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 2)	1
WRIT 127	Business Writing	3
MINIMUM TOTAL		16

NOTES:

1. Students with prior office work experience and advanced skills are encouraged to consult with an Office Administration Program Advisor for appropriate placement in the program.
2. Students must take at least one credit from the TIME Series topics but may also choose from the two credit offerings.
3. Students must complete all courses with a grade of 2.0 or higher to receive this certificate of completion.

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.

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ADMN 105

ADMN 195

BUSN 118

CITA 110

MGMT 225

MGMT 290

WRIT 127