

# LANSING COMMUNITY COLLEGE

## CURRICULUM GUIDE

Administrative & Information Management  
Certificate of Achievement

Curriculum Code: 0924 (Effective Fall 2007 – Summer 2012)

The Administrative and Information Management Certificate of Achievement prepares students to work as a secretary in an office setting. It builds on the basic course work provided in the Certificate of Completion and will enhance a student's employment opportunities in this field. All course work will apply toward completion of the Administrative and Information 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: <http://www.lcc.edu/business/>) or Counseling and Advising Centers, Gannon Building, Room 204, telephone number (517) 483-1904.

### REQUIREMENTS (See Note 1)

**TOTAL: 30 CREDITS**

CODE	TITLE	CREDIT HOURS
ADMN102	Editing Business Documents	3
ADMN105	Employability Skills	1
ADMN108	Input Technologies/Business	3
ADMN119	Business Document Production/MS Office	4
ADMN195	Human Relations in Work Place	2
ADMN203	Administrative Office Procedures	3
ADMN215	Information Management I	2
BUSN118	Introduction to Business	3
CITA110	Introduction to Microsoft Office	3
CITF110	Intro Computer Info Systems	3
WRIT127	Business Writing	3

**LIMITED CHOICE REQUIREMENTS****TOTAL: 2-3 CREDITS**Complete the indicated number of credits from **EACH CHOICE** listed below.

<b>CHOICE 1: Office Administration Options</b>		<b>2-3 Credits</b>
ADMN216	Information Management II	3
ADMN240	Administrative Internship	2
ADMN299	Special Topics in Administrative Mgmt (See Note 2)	1-3
<b>MINIMUM TOTAL</b>		<b>32</b>

**NOTES:**

1. It is recommended that students entering this curriculum have keyboarding and Windows experience. This experience may come from life or work experience, CABS100 seminars, CITF106, CITF108, ADMN103, or ADMN109.
2. ADMN299 is offered several times a year with various topics and credits. See the printed schedule book or the Course Offerings section of the LCC website at [www.lcc.edu](http://www.lcc.edu) for specific offerings each semester.
3. 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.

<b>I</b>	<b>II</b>	<b>III</b>
ADMN102	ADMN119	ADMN105
ADMN108	ADMN195	Lim.Ch.
ADMN203	ADMN215	
CITA110	BUSN118	
CITF110	WRIT127	