

Business Administration: Business Office Management - Certificate, Diploma, AAS

The Business Office Management Pathway includes a strong foundation of business-focused courses and other career topics including leadership, computer applications, communication, teamwork, project development, social media, and developing your professional image.

The Office Technology Certificate will be awarded after successful completion of the first semester.

The Business Office Professional Certificate provides the theory and practice needed to refine your skills as a business office professional. Designed for current or former secretaries, this brief coursework will bring you up to date on office trends and technology and will solidify your skills. This certificate is awarded after completion of ACC-111, ACC-332, BUS-180, MGT-101.

The Office Professional Diploma will be awarded after successful completion of the first two semesters.

Coursework in this option prepares you for Microsoft Office Specialist® certification. You also have the opportunity to participate in Business Professionals of America with the chance to attend state and national conferences.

Where will this take me?

Human Resource Manager
Marketing, Advertising & Public Relations Manager
Merchandise Manager
Office Manager

Instructor and Staff

Kevin Rosenberg
Professor
(319) 208-5000 ext. 5199
krosenberg@scciowa.edu
BBA, University of Iowa
MA, University of Iowa

Renee Smith
Associate Professor
(319) 208-5000 ext. 5194
rsmith1@scciowa.edu
AA & AAS, Southeastern Community College
BA, Buena Vista University
MBA, Grand Canyon University

Stephani Smith
Instructor
(319) 208-5000 ext. 5217
ssmith2@scciowa.edu
BA, Iowa Wesleyan College
MBA, Upper Iowa University

Deborah Wright
Professor
(319) 208-5000 ext. 5226
dwright@scciowa.edu
AA, Southeastern Community College
BBA, Western Illinois University
MA, Western Illinois University
PhD, Northern Illinois University

Southeastern Community College values diversity in all its forms. Please visit http://www.scciowa.edu/_resources/docs/scc-nondiscrimination-statement.pdf to view our nondiscrimination statement.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit SCC's financial aid website at <http://www.scciowa.edu/admissions/costaid/finaid/gainemp.aspx>

West Burlington Campus (Keokuk campus offers select courses)

Program Requirements

Fall Semester		Credit
ADM-103	OFFICE TECHNOLOGY	2
ADM-117	KEYBOARDING AND DOCUMENT PRODUCTION	3
ADM-133	BUSINESS MATH AND CALCULATORS	3
ADM-162	OFFICE PROCEDURES	3
ENG-131	BUSINESS ENGLISH	3
SMM-108	SOCIAL MEDIA ENGAGEMENT	3

Spring Semester I		Credit
ADM-120	ADVANCED DOCUMENT PRODUCTION	3
ADM-171	RECORDS MANAGEMENT	2
BUS-121	BUSINESS COMMUNICATIONS	3
BUS-931	JOB SHADOW	1
CSC-110	INTRODUCTION TO COMPUTERS	3
HUM-287	LEADERSHIP DEVELOPMENT STUDIES	3

Fall Semester II		Credit
ACC-111	INTRODUCTION TO ACCOUNTING	3
ACC-332	COMPUTER ACCOUNTING - QUICKBOOKS	2
ADM-230	INTEGRATED OFFICE PROJECTS	3
MAT-110	MATH FOR LIBERAL ARTS	3
SOC-114	CONFLICT RESOLUTION IN THE WORKPLACE	3
SPC-112	PUBLIC SPEAKING	3

Spring Semester II		Credit
ADM-235	ADVANCED INTEGRATED OFFICE PROJECTS	3
BUS-180	BUSINESS ETHICS	3
BUS-290	EMPLOYMENT SEARCH/WORKPLACE SUCCESS	1
BUS-932	BUSINESS INTERNSHIP	3
MGT-101	PRINCIPLES OF MANAGEMENT	3
Program Total.....		62-62