

# Business Administration - Office Management: Office Professional Diploma

---

## *Related Programs:*

### Business Administration AAS

Business Office Management

- Professional Certificate
- Office Technology Certificate
- Diploma
- AAS

Legal Office Management

- Professional Certificate
- Office Technology Certificate
- Diploma
- AAS

Office Management

- Professional Certificate
- Office Technology Certificate
- Diploma
- AAS

The Business Administration: Office Management program offers professional training in organizational skills, communication, and technology. Courses include a strong foundation of business courses, computer applications, teamwork, leadership, project development, social media, and developing a professional image. Students may choose between the Business Office Management and Legal Office Management pathways. Opportunities for networking and work-based learning are included in the program through job shadowing and an internship. Graduates will possess the technical skills and work experience needed to immediately enter the business or legal office workforce.

Two certificates and a diploma can be earned separately or in conjunction with this AAS degree. Earn your certificate after completing the first semester's coursework. This certificate is stackable, meaning the Office Professional diploma can be completed in just one additional semester.

Courses in the Business Administration: Office Management program prepare 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?**

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 <https://www.scciowa.edu/non-discrimination-statement.aspx> to view our non-discrimination 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
Semester Total.....	17

Spring Semester	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
Semester Total.....	15
Program Total.....	32