

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

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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.

In Spring II semester, students have the option of taking ADM-186 and PRL-284 together, or MGT-101.

## Where will this take me?

Marketing, Advertising & Public Relations Manager  
Merchandise Manager  
Office Manager

## Instructor and Staff

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*Southeastern Community College values diversity in all its forms. Please visit [http://www.scciowa.edu/\\_resources/docs/scc-nondiscrimination-statement.pdf](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 I		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
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
ACC-111	INTRODUCTION TO ACCOUNTING <u>or</u>	3
LGL-173	LEGAL ASSISTANT LITIGATION	3
ACC-332	COMPUTER ACCOUNTING - QUICKBOOKS <u>or</u>	2
ADM-198	LEGAL TERMINOLOGY	2

Spring Semester II		Credit
ADM-235	ADVANCED INTEGRATED OFFICE PROJECTS	3
BUS-290	EMPLOYMENT SEARCH/WORKPLACE SUCCESS	1
BUS-932	BUSINESS INTERNSHIP	3
BUS-180	BUSINESS ETHICS <u>or</u>	3
LGL-280	LEGAL CASE STUDIES	3
ADM-186	LEGAL DOCUMENTS <u>or</u>	2
PRL-284	LEGAL ETHICS <u>or</u>	2
MGT-101	PRINCIPLES OF MANAGEMENT	3

Program Total..... 62-63