

Business Administration - Office Management: Office Technology Certificate

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.

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 <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
Program Total.....		17-17