

Business Administration -Business Office Management Pathway: Office Support Certificate

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.

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.

Office Technology certificate awarded after ADM-103, ADM-117, ADM-181, SMM-108.

Office Support certificate awarded after ADM-120, ADM-162, ADM-181, ADM-230.

Office Professional diploma awarded after completion of all courses listed in Fall I and Spring I of Business Office Management or Legal Office Management pathway. (Can only be earned one time.)

*Certificates and diploma can only be earned one time.

Where will this take me?

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

Instructor and Staff

Trisha Hopper
Assistant Professor
(319) 208-5000 ext. 5212
thopper@scciowa.edu
AA, Carl Sandburg College
BA, Western Illinois University

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

Renee Smith

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>

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

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

West Burlington Campus (Keokuk campus offers select courses)

Program Requirements

Fall Semester I	Credit
ADM-162 OFFICE PROCEDURES	3
Spring Semester I	Credit
ADM-181 RECORDS AND DATABASE MANAGMENT	3
Fall Semester II	Credit
ADM-120 ADVANCED DOCUMENT PRODUCTION	3
Spring Semester II	Credit
ADM-230 INTEGRATED OFFICE PROJECTS	3
Program Total.....	12-12