

Business Administration - AAS

The Business Administration program is designed for students who wish to specialize in business, entrepreneurial, or sport management careers. Choose from four pathways: Business Office Management, Entrepreneurship, Legal Office Management, or Sport Management. Each pathway is supported by coursework that offers skills and hands-on training in the chosen field. Topics include leadership, teamwork, communication, social media, event management, and developing your professional image.

Diploma and certificate options are available and can be earned separately or in conjunction with this AAS degree. 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 CSC-110, ADM-117, ADM-120, or ESL-105, ADM-162, ADM-181 or ESL-102, ADM-230 or ESL-108, WBL-155.

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.

Management & Leadership Development certificate awarded after ADM-188, BUS-131, MGT-170, SOC-114.

Selling Strategies certificate awarded after BUS- 138, BUS-180, MKT-140, SMM-108.

Small Business Startup certificate awarded after BUS-135, BUS-138, BUS-150, SMM-108.

Coaching certificate awarded after HUM-287, PEC-101, PEC-116, PEC-120, PET-105, and SPC-101

NOTE: Only the first semester is the same for all program pathways. Please work with your Student Success Advocate to map out the required classes for your programs.

*Certificates and diploma can only be earned one time.

Where will this take me?

Administrative Professional
Corporate Secretary
Courthouse Assistant
Event Planning Coordinator
Executive Assistant
Legal Assistant/Paralegal
Legal Transcriptionist
Office Manager
Online Merchant
Records and Information Recorder School Secretary
Small Business Manager
Small Business Owner
Store Manager
Sport Promotion and Marketing Sport and Fitness Sales
Sport Retail
Recreation Programming Facilities Operations
Collegiate Athletics

Instructor and Staff

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Dr. Ashlee Spannagel
Dean of Career and Technical Education & Workforce
Development

Southeastern Community College values diversity in all its forms. Please visit <https://www.scciova.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.scciova.edu/admissions/costaid/finaid/gainemp.aspx>

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BS, Southern Illinois University
MS, Southern Illinois University Carbondale
EdD, Capella University

Business Administration - AAS

West Burlington campus and/or online (Keokuk campus offers select courses)

Program Requirements

Fall Semester I	Credit	Spring Semester II	Credit
ADM-162 Office Procedures	3	ADM-180 Administrative Management	3
BUS-102 Introduction to Business	3	ADM-230 Integrated Office Projects	3
CSC-110 Introduction to Computers	3	ADM-297 Certification Preparation	1
ENG-131 Business English	3	BCA-152 Comprehensive Spreadsheets	3
MAT-712 Business Math	3	BUS-131 Small Business Management Strategies	3
Take WBL-155 as 1 credit:		BUS-141 Small Business Start-up	3
WBL-155 Job Shadowing: Business, Finance, Marketing, and Management	1-2	BUS-150 E-Commerce	3
Semester Total.....	16	BUS-290 Employment Search/Workplace Success	1
		BUS-932 Business Internship	3
Spring Semester I	Credit	LGL-173 Legal Assistant Litigation	3
HUM-287 Leadership Development Studies	3	MGT-170 Human Resource Management	3
SPC-101 Fundamentals of Oral Communication	3	SPT-102 Contemporary Issues in Sport	3
See Student Success Advocate for specific pathway requirements:		SPT-108 Sport Program Administration	3
ADM-103 Office Technology	2	SPT-109 Safety and Risk Management	3
ADM-117 Keyboarding and Document Production	3	Semester Total.....	15-17
ADM-181 Records and Database Management	3	Program Total.....	62-69
BUS-124 Business Innovation	3		
BUS-130 Introduction to Entrepreneurship	3		
BUS-180 Business Ethics	3		
BUS-185 Business Law I	3		
PEC-101 Introduction to Coaching	3		
PEC-116 Athletic Development and Human Growth	2		
PEC-120 Body Structure and Function	1		
PET-105 Basic Athletic Training	3		
PRL-284 Legal Ethics	2		
Semester Total.....	15-18		
Fall Semester II	Credit		
ADM-188 Project and Event Management	3		
SMM-108 Social Media Engagement	3		
SOC-114 Conflict Resolution in the Workplace	3		
See Student Success Advocate for specific pathway requirements:			
ACC-131 Principles of Accounting I	4		
ACC-142 Financial Accounting	3		
ADM-120 Advanced Document Production	3		
ADM-186 Legal Documents	2		
ADM-198 Legal Terminology	2		
BUS-135 Managing the Entrepreneurial Venture	3		
BUS-138 Small Business Marketing	3		
MKT-140 Principles of Selling	3		
SPT-101 Introduction to Sport Management	3		
SPT-107 Sport Promotion and Marketing	3		
Semester Total.....	16-18		
Spring Semester II	Credit		
This includes all classes. See Student Success Advocate for specific pathway requirements:			
ACC-142 Financial Accounting	3		
ACC-146 Managerial Accounting	3		
ADM-180 Administrative Management	3		