

Business Administration: Business Office Management Pathway - Office Technology Certificate

Related programs:

Business Admin: Business Office Mgmt Pathway - Office
Technology Certificate

Business Admin: Business Office Mgmt Pathway - Office
Support Certificate

Business Admin: Business Office Mgmt Pathway - Office
Professional Diploma

Business Admin: Business Office Mgmt Pathway - AAS

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.

*Certificate can be earned one time.

Where will this take me?

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

Instructor and Staff

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

Spring Semester I	Credit
ADM-103 Office Technology	2
ADM-117 Keyboarding and Document Production	3
ADM-181 Records and Database Management	3
Semester Total.....	8
Fall Semester II	Credit
SMM-108 Social Media Engagement	3
Semester Total.....	3
Program Total.....	11