

Business Administration: Business Office Management Pathway - AAS

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.

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.

*Certificates and diploma can be earned one time.

Where will this take me?

Office Manager
Administrative Professional
Executive Assistant
Event Planning Coordinator
Project Assistant
Records and Information Recorder
School Secretary

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>

Instructor and Staff

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

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

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

West Burlington Campus (Keokuk campus offers select courses)

Program Requirements

Fall Semester I		Credit
ADM-162	Office Procedures	3
BUS-102	Introduction to Business	3
CSC-110	Introduction to Computers	3
ENG-131	Business English	3
MAT-712	Business Math	3
WBL-155	Job Shadowing: Job Shadowing: Business, Finance, Marketing, and Management	1-2

Spring Semester I		Credit
ADM-103	Office Technology	2
ADM-117	Keyboarding and Document Production	3
ADM-181	Records and Database Management	3
BUS-180	Business Ethics	3
HUM-287	Leadership Development Studies	3
SPC-101	Fundamentals of Oral Communication	3

Fall Semester II		Credit
ACC-131	Principles of Accounting I	4
ADM-120	Advanced Document Production	3
ADM-188	Project and Event Management	3
SMM-108	Social Media Engagement	3
SOC-114	Conflict Resolution in the Workplace	3

Spring Semester II		Credit
ADM-172	Remote Office Management	3
ADM-180	Administrative Management	3
ADM-230	Integrated Office Projects	3
ADM-297	Certification Preparation	1
BCA-152	Comprehensive Spreadsheets	3
BUS-290	Employment Search/Workplace Success	1
BUS-932	Business Internship	3

Program Total..... 65-65