

Business Administration: Business Office Management Pathway - Office Professional Diploma

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?

Human Resource Manager
Marketing, Advertising & Public Relations 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 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
Take WBL-155 as 1 credit:	
WBL-155 Job Shadowing: Business, Finance, Marketing, and Management	1-2
Semester Total.....	16
 Spring Semester I	 Credit
ADM-103 Office Technology	2
ADM-117 Keyboarding and Document Production	3
ADM-181 Records and Database Management	3
HUM-287 Leadership Development Studies	3
PRL-284 Legal Ethics	2
SPC-101 Fundamentals of Oral Communication	3
Semester Total.....	16
Program Total.....	32