

Business Administration - AAS

West Burlington Campus, Online, and select courses available at the Keokuk Campus

Related programs:

[Business Administration: Office Technology Certificate](#)

[Business Administration: Office Support Certificate](#)

[Business Administration: Office Professional Diploma](#)

[Business Administration: AAS](#)

Program Information

The Business Administration program is made for students who wish to specialize in business, legal office, entrepreneurial, or sport management careers. Each pathway is supported by coursework that offers skills and hands-on training in the chosen field. Topics include leadership, teamwork, communication, accounting practices, social media, event management, and developing your professional image.

[BUSINESS OFFICE MANAGEMENT \(pathway\)](#)

The Business Office Management pathway provides a strong foundation of business-focused skills. This program prepares students to be the doers, thinkers, organizers, and managers of businesses everywhere. Students complete an internship in which they experience on-site business skills and culture while building a network of professionals to start their business careers.

[LEGAL OFFICE MANAGEMENT \(pathway\)](#)

The Legal Office Management pathway provides a strong foundation of legal experiences through specific coursework. This program prepares students to be leaders in the legal office by assisting attorneys and participating in case preparation. Students complete an internship in which they experience on-site legal skills and the exciting culture of the law environment.

[SPORT MANAGEMENT \(pathway\)](#)

The Sport Management Pathway of the Business Administration Associate of Applied Science degree will provide students with the training necessary for one of many careers in the rapidly growing sport and recreation industry. This program will prepare students to work with

professional teams, marketing firms, finances, colleges and universities, community recreation departments, health clubs and fitness centers. Students will complete an internship where students will experience the sport industry firsthand through engaging with these work-based learning opportunities. Students will be placed with local, regional, or national organizations within the sport industry and gain real world experience to apply to their future careers.

[ENTREPRENEURSHIP \(pathway\)](#)

The Entrepreneurship Pathway of the Business Administration AAS includes courses that will expose students to the foundations of entrepreneurship. Entrepreneurship is the engine that drives the US economy, and every business was started by an entrepreneur. Whether your goal is to start a restaurant, accounting firm, or the next big on line social media blockbuster, this program is for you. Learn what it takes to be an entrepreneur, how to finance your startup, develop your business plan and increase your chances for success.

[OFFICE SUPPORT CERTIFICATE](#)

The Office Support certificate provides an entry-level skill set related to the functions of an office setting. Students will learn keyboarding skills and business procedures that are critical to a career in business. Students will job shadow in various business settings to gain exposure to the real opportunities available.

[OFFICE TECHNOLOGY CERTIFICATE](#)

The Office Technology certificate provides exposure to commonly used office devices, methods, and software programs. Students will get hands-on training using simulated projects in the classroom or online.

[LEGAL OFFICE SUPPORT CERTIFICATE](#)

The Legal Office Support certificate is a way to showcase your ability to work in the legal environment. Earn this certificate to enhance your current office skills or add it to your Business Office Management degree to expand your opportunities.

OFFICE ASSISTANT DIPLOMA

The Office Assistant diploma includes the basics of business and office work. After completing this diploma, students can continue directly into the Business Office Management or Legal Office Management degree program.

MANAGEMENT AND LEADERSHIP DEVELOPMENT CERTIFICATE

This certificate includes a series of courses designed to grow skills in management and leadership. Students learn to cooperate with teams and lead projects as well as learn what it takes to manage people and procedures in a small business.

SELLING STRATEGIES CERTIFICATE

This certificate includes coursework to help students gain confidence in sales and marketing. Ethics are emphasized throughout.

SMALL BUSINESS STARTUP CERTIFICATE

This certificate provides students with a starting point for starting a small business. Marketing, online business, and statistics about small-business success are covered.

Instructor and Staff

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Program Requirements

| | | | |
|--|--------|---|--------|
| Fall Semester I | Credit | Fall Semester II | Credit |
| CSC-110 Introduction to Computers | 3 | Semester Total..... | 16-18 |
| Take 1 of 2 courses: | | Spring Semester II | Credit |
| ADM-162 Office Procedures | 3 | Take 1 of 3 courses: | |
| BUS-102 Introduction to Business | 3 | ADM-180 Administrative Management | 3 |
| Take 1 of 2 courses: | | ACC-146 Managerial Accounting | 3 |
| ENG-131 Business English | 3 | BUS-185 Business Law I | 3 |
| ENG-105 Composition I | 3 | Take BUS-290 and BUS-932 or MGT-170: | |
| Take 1 of 4 courses: | | BUS-290 Employment Search/Workplace Success | 1 |
| MAT-712 Business Math | 3 | BUS-932 Business Internship | 3 |
| MAT-110 Math for Liberal Arts | 3 | MGT-170 Human Resource Management | 3 |
| MAT-120 College Algebra | 3 | Take 1 of 3 courses: | |
| MAT-156 Statistics | 3 | ADM-230 Integrated Office Projects | 3 |
| Take 1 of 3 courses: | | ECN-120 Principles of Macroeconomics | 3 |
| ADM-103 Office Technology | 2 | MKT-140 Principles of Selling | 3 |
| SPT-101 Introduction to Sport Management | 3 | Take 1 of these courses: | |
| BUS-130 Introduction to Entrepreneurship | 3 | BCA-152 Comprehensive Spreadsheets | 3 |
| Semester Total..... | 15-16 | LGL-175 Litigation Procedures and Documents | 3 |
| Spring Semester I | Credit | SPT-102 Contemporary Issues in Sport | 3 |
| HUM-287 Leadership Development Studies | 3 | BUS-150 E-Commerce | 3 |
| ADM-181 Records and Database Management | 3 | Take 1 of 3 courses: | |
| SPT-109 Safety and Risk Management | 3 | ADM-297 Certification Preparation | 1 |
| MGT-110 Small Business Management | 3 | SPT-108 Sport Program Administration | 3 |
| ADM-172 Remote Office Management | 3 | BUS-141 Small Business Start-up | 3 |
| LGL-113 Legal Terminology | 3 | Semester Total..... | 13-16 |
| Take 1 of 4 Courses: | | Program Total..... | 71-77 |
| ADM-117 Keyboarding and Document Production | 3 | | |
| MGT-101 Principles of Management | 3 | | |
| MKT-150 Principles of Advertising | 3 | | |
| BUS-124 Business Innovation | 3 | | |
| Take 1 of 2 courses: | | | |
| SPT-107 Sport Promotion and Marketing | 3 | | |
| BUS-180 Business Ethics | 3 | | |
| Take 1 of 3 courses: | | | |
| ACC-102 Workplace Accounting | 3 | | |
| MKT-110 Principles of Marketing | 3 | | |
| MGT-170 Human Resource Management | 3 | | |
| Semester Total..... | 27 | | |
| Fall Semester II | Credit | | |
| SOC-114 Conflict Resolution in the Workplace | 3 | | |
| ADM-188 Project and Event Management | 3 | | |
| SMM-108 Social Media Engagement | 3 | | |
| Take 1 of 2 Courses: | | | |
| SPC-101 Fundamentals of Oral Communication | 3 | | |
| SPC-112 Public Speaking | 3 | | |
| Option 1: Take ADM-120 and BUS-119 Option 2: Take LGL-122 or ACC-142 and ECN-130: | | | |
| ADM-120 Advanced Document Production | 3 | | |
| BUS-119 Entrepreneurial Thinking | 1 | | |
| LGL-122 Legal Ethics | 2 | | |
| ACC-142 Financial Accounting | 3 | | |
| ECN-130 Principles of Microeconomics | 3 | | |