

Business Administration: Business Office Management - AAS

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

Related programs:

[Office Technology Certificate](#)

[Office Support Certificate](#)

[Office Professional Diploma](#)

[Business Administration: Business Office Mgmt - AAS](#)

Program Information

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.

Instructor and Staff

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Program Requirements

Fall Semester I		Credit
ADM-162	Office Procedures	3
CSC-110	Introduction to Computers	3
ENG-131	Business English	3
MAT-712	Business Math	3
ADM-103	Office Technology	2
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WBL-155	Job Shadowing: Business, Finance, Marketing, Management	2-3
Semester Total.....		16-17

Spring Semester I		Credit
ACC-102	Workplace Accounting	3
ADM-117	Keyboarding and Document Production	3
ADM-172	Remote Office Management	3
ADM-181	Records and Database Management	3
HUM-287	Leadership Development Studies	3
Semester Total.....		15

Fall Semester II		Credit
ADM-120	Advanced Document Production	3
ADM-188	Project and Event Management	3
BUS-119	Entrepreneurial Thinking	1
SMM-108	Social Media Engagement	3
SOC-114	Conflict Resolution in the Workplace	3
SPC-101	Fundamentals of Oral Communication	3
Semester Total.....		16

Spring Semester II		Credit
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
Semester Total.....		14

Program Total.....61-62