

Business Administration: Office Assistant Diploma

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

Instructor and Staff

Trisha Hopper
Professor - Business
(319) 208-5212
thopper@scciowa.edu

Renee Smith
Professor - Business
(319) 208-5194
rsmith1@scciowa.edu

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Program Requirements

Fall Semester I		Credit
ADM-103	Office Technology	2
ADM-162	Office Procedures	3
CSC-110	Introduction to Computers	3
ENG-131	Business English	3
MAT-712	Business Math	3
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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
Program Total.....		31-32