

Business Administration: Office Technology Certificate

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 Office Management and Legal Office Management Pathways includes a strong foundation of legal specialty 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.

*Certificate can be earned one time.

Instructor and Staff

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Program Requirements

Fall I	Credit
ADM-103 Office Technology	2
ADM-162 Office Procedures	3
CSC-110 Introduction to Computers	3
Semester Total.....	8
Program Total.....	8