

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 or Legal Office Management degree program.

Instructor and Staff

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

Program Requirements

Fall Semester I	Credit
ADM-103	
ADM-162	
CSC-110	
ENG-131	
MAT-712	
SDV-133	
Semester Total.....	0

Spring Semester I	Credit
ACC-102	
ADM-117	
ADM-172	
ADM-181	
HUM-287	
Semester Total.....	0

Program Total.....0