

Business Administration - AAS

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

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Related programs:

[Business Administration: Office Technology Certificate](#)

[Business Administration: Office Support Certificate](#)

[Business Administration: Office Professional Diploma](#)

[Business Administration: AAS](#)

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

[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.

[Management & Leadership Development certificate](#) awarded after ADM-188, MGT-110, MGT-170, SOC-114.

[Selling Strategies certificate](#) awarded after MKT-110, BUS-180, MKT-140, SMM-108.

[Small Business Startup certificate](#) awarded after BUS-141, MKT-110, BUS-150, SMM-108.

*Certificates and diploma can only be earned one time.

Instructor and Staff

Trisha Hopper

Professor - Business

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Program Requirements

Fall Semester I	Credit	Fall Semester II	Credit
CSC-110 Introduction to Computers	3	ECN-130 Principles of Microeconomics	3
Take WBL-155 as 1 Credit:		Semester Total.....	16-18
WBL-155 Job Shadowing: Job Shadowing: Business, Finance, Marketing, and Management	1-2	Spring Semester II	Credit
Take 1 of 2 courses:		Take 1 of 3 courses:	
ADM-162 Office Procedures	3	ADM-180 Administrative Management	3
BUS-102 Introduction to Business	3	ACC-146 Managerial Accounting	3
Take 1 of 2 courses:		BUS-185 Business Law I	3
ENG-131 Business English	3	Take BUS-290 and BUS-932 or MGT-170:	
ENG-105 Composition I	3	BUS-290 Employment Search/Workplace Success	1
Take 1 of 4 courses:		BUS-932 Business Internship	3
MAT-712 Business Math	3	MGT-170 Human Resource Management	3
MAT-110 Math for Liberal Arts	3	Take 1 of 3 courses:	
MAT-120 College Algebra	3	ADM-230 Integrated Office Projects	3
MAT-156 Statistics	3	ECN-120 Principles of Macroeconomics	3
Take 1 of 3 courses:		MKT-140 Principles of Selling	3
ADM-103 Office Technology	2	Take 1 of these courses:	
SPT-101 Introduction to Sport Management	3	BCA-152 Comprehensive Spreadsheets	3
BUS-130 Introduction to Entrepreneurship	3	LGL-175 Litigation Procedures and Documents	3
Semester Total.....	15-16	SPT-102 Contemporary Issues in Sport	3
		BUS-150 E-Commerce	3
Spring Semester I	Credit	Take 1 of 3 courses:	
HUM-287 Leadership Development Studies	3	ADM-297 Certification Preparation	1
ADM-181 Records and Database Management	3	SPT-108 Sport Program Administration	3
SPT-109 Safety and Risk Management	3	BUS-141 Small Business Start-up	3
MGT-110 Small Business Management	3	Semester Total.....	13-16
ADM-172 Remote Office Management	3	Program Total.....	71-77
LGL-113 Legal Terminology	3		
Take 1 of 4 Courses:			
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		