

# Business Administration: Business Office Management Pathway - AAS

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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 Pathway - AAS](#)

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
<b>Take WBL-155 as 1 credit:</b>		
WBL-155	Job Shadowing: Job Shadowing: Business, Finance, Marketing, and Management	1-2
Semester Total.....		15-16
Spring Semester I		Credit
ADM-117	Keyboarding and Document Production	3
ADM-181	Records and Database Management	3
ADM-180	Administrative Management	3
ACC-102	Workplace Accounting	3
HUM-287	Leadership Development Studies	3
Semester Total.....		15
Fall Semester II		Credit
SOC-114	Conflict Resolution in the Workplace	3
SPC-101	Fundamentals of Oral Communication	3
ADM-188	Project and Event Management	3
SMM-108	Social Media Engagement	3
ADM-120	Advanced Document Production	3
BUS-119	Entrepreneurial Mindset	1
Semester Total.....		16
Spring Semester II		Credit
ADM-172	Remote Office Management	3
BUS-290	Employment Search/Workplace Success	1
BUS-932	Business Internship	3
ADM-230	Integrated Office Projects	3
BCA-152	Comprehensive Spreadsheets	3
ADM-297	Certification Preparation	1
Semester Total.....		14
Program Total.....		60-61