

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](#)

The Business Administration program is designed for students who wish to specialize in business, 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.

Diploma and certificate options are available and can be earned separately or in conjunction with this AAS degree. You also have the opportunity to participate in Business Professionals of America with the chance to attend state and national conferences.

Office Professional diploma awarded after completion of all courses listed in Fall 1 and Spring 1 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

	Credit
Fall Semester I	
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

Take WBL-155 as 1 credit:

WBL-155 Job Shadowing: Job Shadowing: Business, Finance, Marketing, and Management	1-2
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Semester Total..... 15-16

	Credit
Spring Semester I	
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..... 30-31