

Business Administration AAS: Business Office Management Emphasis

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 - AAS](#)

Program Information

The Business Office Management emphasis 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, SDV-133.

[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

Trisha Hopper
Professor - Business
(319) 208-5212
thopper@scciowa.edu

Renee Smith
Professor - Business
(319) 208-5194
rsmith1@scciowa.edu

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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
SDV-133 CTE Job Shadowing	1
Semester Total.....	15

Spring Semester I	Credit
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

Fall Semester II	Credit
ADM-120 Advanced Document Production	3
ADM-188 Project and Event Management	3
BUS-119 Entrepreneurial Thinking	1
SMM-108 Social Media Engagement	3
SOC-114 Conflict Resolution in the Workplace	3
SPC-101 Fundamentals of Oral Communication	3
Semester Total.....	16

Spring Semester II	Credit
ADM-180 Administrative Management	3
ADM-230 Integrated Office Projects	3
ADM-297 Certification Preparation	1
BCA-152 Comprehensive Spreadsheets	3
BUS-290 Employment Search/Workplace Success	1
BUS-932 Business Internship	3
Semester Total.....	14

Program Total.....60