

Business Administration - Office Professional 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

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
Take WBL-155 as 1 credit:		
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
ACC-102	Workplace Accounting	3
HUM-287	Leadership Development Studies	3
Take ADM-180 or ADM-198 and LGL-173:		
ADM-180	Administrative Management	3
ADM-198	Legal Terminology	2
LGL-173	Legal Assistant Litigation	3
Semester Total.....		15-17
Program Total.....		30-33