

# Business Administration - Office Support Certificate

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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 Office Support Certificate provides students with an entry-level skill set related to the functions of an office setting. Students will learn necessary keyboarding skills and the proper use of various computer programs critical to a career in business. Students will have the opportunity to job shadow various positions within different business settings so they may gain real-life exposure to the career opportunities available to them upon completion of their program of study.

Students enrolled in the ESL Pathway will learn critical English-speaking skills in addition to the technical skills needed for successful entry into the workplace.

Students enrolled in the Professional Pathway will learn more advanced technical skills related to the functions of an office setting.

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.

## **Instructor and Staff**

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### Program Requirements

Fall Semester I	Credit
ADM-162 Office Procedures	3
CSC-110 Introduction to Computers	3
<b>Take WBL-155 for 1 Credit:</b>	
WBL-155 Job Shadowing: Job Shadowing: Business, Finance, Marketing, and Management	1-2
Semester Total.....	7-8
 Spring Semester I	Credit
ADM-117 Keyboarding and Document Production	3
<b>Take 1 of 2 courses:</b>	
ADM-181 Records and Database Management	3
ESL-102 Reading/Writing IV	3
Semester Total.....	6
 Fall Semester II	Credit
<b>Take 1 of 2 courses:</b>	
ADM-120 Advanced Document Production	3
ESL-105 Listening/Speaking IV	3
Semester Total.....	3
 Spring Semester II	Credit
<b>Take 1 of 2 courses:</b>	
ADM-230 Integrated Office Projects	3
ESL-108 Grammar IV	3
Semester Total.....	3
Program Total.....	19-20