

Business Administration: Office Technology Certificate

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](#)

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.

*Certificate 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

West Burlington Campus, Online, and select courses available at the Keokuk Campus

Program Requirements

Fall I	Credit
ADM-103 Office Technology	2
SMM-108 Social Media Engagement	3
Semester Total.....	5

Spring I	Credit
ADM-117 Keyboarding and Document Production	3
ADM-181 Records and Database Management	3
Semester Total.....	6

Program Total..... 11