

Business Administrative Support I

QUICK FACTS

Location:
Highland
Rose Park

Program Hours:
1,020

Application Fee:
\$40.00

Total Tuition:
\$1,785.00

Total Lab Fee:
\$40.00

Books/Supplies:
\$810.00

PELL Eligible:
VA

Information current at time of printing.

The Business Administrative Support I program provides foundational training in business, accounting, and computer skills to prepare you for employment in a variety of organizational settings. Skills you will learn include:

- Business writing, proofreading, and math
- Managing business and financial records, and basic accounting
- Computer applications such as Excel 2003 and Word 2003
- Using database applications such as Access 2003
- Workplace relations

Occupations in this Area

For state and national occupation information, visit <http://online.onetcenter.org/find/and> enter the following O*Net code(s):

- 43-6011.00 Executive Secretaries and Administrative Assistants

COURSES & HOURS

KBA1 0010 Keyboarding I	60
KBA1 0110 Computer Literacy	90
KBA1 0130 Word Processing App. I	90
KBA1 0170 Internet Applications	30
KBA1 0120 Operating Systems Fund.	30
BBA1 0140 Spreadsheet Applications I	60
KBA1 0160 Electronic Presentations	60
KBA1 0150 Database Applications I	60
KBA1 0510 Business English	90
KBA1 0520 Business Correspondence	90
KBA1 0040 Records Management I	30
KMTH 0010 Math I	60
KBA1 0020 Business Calculations	60
KACT 0330 Accounting I	60
KACT 0340 Accounting II	60
KWRK 0400 Workplace Relations	60
Choose at least 30 hours:	
KWRK 0500 Job-Seeking Skills	30
KBA2 0180 E-mail Client (MS Outlook)	60

Total Program Hours **1,020**