

BUSINESS ADMINISTRATION ASSOCIATE

3 Months to a New Certification and a New Start.



Attend Online
No IT Experience Necessary

Monday-Thursday | Half Day
Morning, Afternoon & Evening Tracks



APPLY YOUR SKILLS AND RULE THE OFFICE.

Office administrators keep things organized and on track in any industry. The Business Administration Associate program provides the foundation to start a career in an office environment. Graduates will be able to draft messages, organize files, maintain accurate records, and utilize Microsoft Office products, while also learning effective time management and business etiquette skills.

ASSOCIATE JOB TITLES



Executive Assistant



Operations Manager



Customer Service Supervisor



Office Manager



JOB OUTLOOK

13% Job Growth

310,200 New Jobs

\$37,960 Income Estimator*

* US Bureau of Labor Statistics

PROGRAM TIMELINE

Our 3-month Business Administration Associate program introduces you to the essentials of Accounting, several soft skills like business writing and email etiquette, and a full complement of Microsoft Office training. Here's a breakdown of your 3-month program.

WEEKS 1-7

Microsoft Office

Students will get to know PCs and the Windows User Interface while also learning how to utilize Microsoft Word, Outlook, Excel, and PowerPoint.

WEEKS 8-11

Business Soft Skills

The goal of this course is to prepare students for communication and time management in a professional business environment.

WEEK 12

Accounting Essentials

The goal of this course is to provide basic knowledge of key accounting concepts for students who do not come from an accounting background.

Schedule a free 1-1 meeting today by calling 830.632.3340 or visit us at academy.unitedtraining.com

