

BUSINESS ADMINISTRATION PROFESSIONAL

**7 Months. Multiple Certifications.
Unlimited Opportunity.**



Attend Online
No IT Experience Necessary

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



IT PROJECTS DON'T MANAGE THEMSELVES. THEY NEED PEOPLE LIKE YOU.

The Business Administration Professional program is designed to teach students the knowledge and skills associated with business operations & project management within an IT environment. Students will learn business analysis, logistics, automation, workflow, and how to improve company efficiency and revenue.

ASSOCIATE JOB TITLES



Program Management Analyst



Administrative Analyst



Business Analyst



Quality Control Analyst



JOB OUTLOOK

13% Job Growth

571,100 New Jobs

\$73,570 Income Estimator*

* US Bureau of Labor Statistics

PROGRAM TIMELINE

Our 7-month Business Administrator Professional program builds a strong foundation in project management, preparing you to plan, oversee and coordinate IT projects. You will also learn how to lead a team of driven employees while solving business challenges. Here's a breakdown of your 7-month program.

MONTH 1-2

Microsoft Office: Students will learn how to utilize Microsoft Word, Outlook, Excel, and PowerPoint.

Business Applications: Students will work with PDF documents and SharePoint sites

Accounting Essentials: Students will learn key accounting concepts.

MONTH 3-5

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

Project Management: Students will identify effective management practices and their related processes to successfully plan and execute projects.

MONTH 6-7

Business Efficiencies: Students will learn the principles and core elements of IT service management in addition to understanding the requirements and methodologies associated with Lean Six Sigma certifications.

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

