



Vincent Career College

1-800-815-9020

Business Administration

Program Length: 450 Clock Hours



The business administration program prepares students to succeed as future managers and leaders in organizations. The program supports students' needs to acquire skills that will allow them to establish a career and/or become more productive in their current organizations. This program appeals to those wishing to become entrepreneurs and work as

business office managers by providing essentials skills in- office functions and communications. This program is intended to prepare students for entry-level positions such as business office managers.

Objectives

- Explain the role of the business office manager/administrator in planning schedules and calendars
- Utilize Microsoft Office Programs to effectively run office operations and communication
- Effectively write business office communications via memo, email, and presentations
- Apply basic knowledge of financial principles, and read financial statements
- Determine procedures for office coordination in human resources, payroll, and bookkeeping
- Analyze the role of reports and records in the business environment

	Course Number	Course Name	Clock Hours
	SLS 1000	CAREER EXPLORATION	3.0/90
	BUSN 1010	FUNDAMENTALS OF BUSINESS	3.0/90
	BCIS 1010	INTRODUCTION TO COMPUTERS	3.0/90
	BUSN 1030	WORKPLACE COMMUNICATIONS	3.0/90
	FREE ELECTIVE	FREE ELECTIVE	3.0/90
		Total Clock Hours	15.0/450