UNITED EDUCATION INSTITUTE

BUSINESS OFFICE ADMINISTRATION DIPLOMA

CAREER OUTCOMES

This program prepares students for positions such as Administrative Assistant, Customer Service Representative, Secretary, Office Clerk, Office Assistant, Receptionist, Office Coordinator, Clerk, Office Manager and Program Assistant.

Upon completion of this program, students will be prepared for an entry-level office administration position in a typical business environment or healthcare businesses. Students are trained to fully utilize computer software such as Microsoft Word, Excel, Outlook, PowerPoint, Publisher, QuickBooks, and Access along with gaining a basic understanding Customer Service, knowledge of Communication, Organization and Accounting skills.

The program is 36 weeks long and consists of eight modules. The first seven modules are 80 hours each and are conducted in a classroom and laboratory environment on campus. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program. The eighth module is spent in an externship consisting of 250 hours of on-the-job training at an approved extern employment site in the community.

Course Number	Course Title	Clock Hours[1]	Semester Credit Units
BA 110	Accounting Principles	80	4.0
BA 120	MS Excel Fundamentals	80	4.0
BA 130	Spreadsheets for Finance	80	4.0
BA 140	Business Applications	80	4.0
BA 150	Office Administration	80	4.0
BA 160	Customer Service & Ethical Business Practices	80	4.0
BA 170	Communications	80	4.0
BA 190	Externship	250	5.55
Totals		**810 Clock Hours**	**33.54 Semester Credit Units**