

Business Administrative Support II

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 System Fund.	30
KBA1 0140 Spreadsheet App. 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 0320 Financial Records	90
KACT 0330 Accounting I	60
KACT 0340 Accounting II	60
KWRK 0400 Workplace Relations	60
KBA2 0910 Integrated Project	60
Choose at least 330 hours:	
KMDT 0450 Computer Graphics	90
KACT 0310 Computer Accounting	60
KBA2 0180 E-Mail Client	60
KWRK 0500 Job Seeking Skills	30
KBA2 0010 Keyboarding II	30
KBA2 0020 Keyboarding III	30
KBA2 0820 Principles of Design	120
KBA2 0140 Spreadsheet App. II	60
KMDT 0100 Web Design Fund.	90
KBA2 0130 Word Processing App. II	90
Total Program Hours	1,380

The Business Administrative Support II program provides a foundation of training in business, accounting, and computer skills and also allows you to receive additional focused training to prepare for employment in a skilled position. 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
- 11-3011.00 Administrative Service Managers

QUICK FACTS

Location:
Highland
Rose Park

Program Hours:
1,380

Application Fee:
\$40.00

Total Tuition:
\$2,415.00

Total Lab Fee:
\$40.00

Books/Supplies:
\$905.00

Financial Aid:
VA

Information current at time of printing.