

BUSINESS ADMINISTRATION ASSISTANT

Complete in Less than 5 Months | Multiple Certifications



-  Instructor Led Training
-  Available Online or In Person
-  Day and Evening Class Options
-  Exam Vouchers Included



Business Administration Assistant program provides students with the knowledge and skills needed to manage and support business operations effectively. Graduates will be prepared for administrative roles in a variety of industries, helping businesses run efficiently and achieve their goals.

ASSOCIATED JOB TITLES



Administration Assistant



Accounts Receivable/Payable



Office Assistant



Office Manager

SUBJECT DESCRIPTION

Communication Skills for Business (CSB):

Students will learn skills such as effective verbal and nonverbal expressions, active listening, and crafting business documents. It also covers conveying messages clearly, receiving communications effectively, and evaluating various communication scenarios.

Microsoft Word:

Students will learn how to utilize Word's core features such as style sets, templates, and references to create and modify professional documents, including reports, newsletters, contracts, and invoices.

Microsoft Excel:

Students will learn how to create and manage worksheets, using formulas, generating charts, financial statements, budgets, and sales invoices, and showcasing proficiency in visually representing data.

QuickBooks:

Students will learn to demonstrate proficiency in using the QuickBooks Online accounting software. It validates skills necessary for effectively using QuickBooks Online in professional settings.



ComputerMinds.Com

817.858.9670

info@ComputerMinds.com

www.ComputerMinds.com



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