

Business Administrative & Information Services Assistant

Diploma

(Code: MVBAI)

Program prepares students to provide administrative, information services, and technical assistance to clients in a business office or remotely as a virtual assistant from a home office. Tasks include bookkeeping; online research; presentations; travel planning, scheduling; database, e-mail, and social-media management; and industry-specific responsibilities. Preparation includes fundamental skills in keyboarding, communications, and finance, along with training in computer hardware, computer applications, and web-design skills in an information technology context. Test-out options and Microsoft certifications are available.

General Education		Credit Hours
ECN115	Personal Finance	3
Total		3
Program Requirements		
ACC121	Principles of Accounting I	3
ACC311	Computer Accounting	3
ADM112	Keyboarding	3
	or	
ADM105	Introduction to Keyboarding	(1)
ADM154	Business Communication	3
ADM161	Office Management	3
BCA134	Word Processing	3
CSC118	Computer Systems and Applications	3
CSC119	Computer Systems and Applications II	3
	or	
BCA152	Comprehensive Spreadsheets	(3)
CSC120	Computer Systems and Applications III	3
	or	
BCA167	Comprehensive Databases	(3)
CIS207	Fundamentals of Web Programming	3
NET123	Computer Hardware Basics	4
Total		34
Total Required Hours		35-37