Business Administration

This program prepares participants for a career as an administrative professional in the digital age. Topics include communication, presentations, planning meetings, record keeping, financial responsibility, and leadership. Students earn high-level Microsoft Word and Outlook certifications, gain fundamental audio-visual skills, demonstrate mastery of virtual meeting technology including WebEx and Zoom communications, and work with telework-based collaboration tools such as Microsoft Teams and SLACK.

Students must meet the following requirements: complete an application; HS diploma, pass 3 out of 4 GED subject tests, NEDP Assessment Phase 6 out of 8 modules successfully completed, digital literacy score (Northstar) of 85+; CASAS Reading Assessment - 239, CASAS Math Assessment - 236, AoH teacher rubric score: must attain 3 (exceeds expectations) and 1 (meets expectations) from two teachers and one student support specialist. For new learners they must provide 2 professional references. Must also complete an extensive psychosocial assessment identifying only barriers that can be addressed at the present time.