

Intro to Business Administration IET Class Information

Overview

The Intro to Business Administration Integrated Education and Training (IET) class is designed to equip students with the foundational skills and knowledge necessary to pursue a career in business administration. Combining academic instruction with practical training, this course prepares students for the workforce and the Intuit Quickbooks certification exam.

Intro to Business Administration Career Information (Collier County, FL)

- **Typical Salary:** Average $41,000-$63,000 for an entry-level business administration job in Florida. Pay varies based on experience, duties, and employer.
- **Job Settings:** High demand exists in government, corporate offices, healthcare, and small business or entrepreneurial settings.
- **Job Growth**: Florida faces a projected 4.4% increase in demand for business administrators in the next decade.

Course Objectives

- **Business Skills and Tasks**: Engage in real-world tasks while building accounting skills, business law and ethics knowledge, and related technology skills.
- **Academic Skill Building**: Build writing, reading, and math skills within the context of business administration.
- **Professional Communication**: Improve communication skills for effective interaction with clients, management, and colleagues.
- **Prepare for Certification**: Complete practice exams and exam-style activities to prepare for and successfully earn Quickbooks certification.

Admission Requirements

- **GOALS Reading:** NRS Level 4+
- **Educational Background**: High school diploma or higher is recommended, but not required for the class
- **Language Proficiency**: Advanced English proficiency for effective communication

Enrollment Information

- **Duration**: 15-week program
- **Schedule**: Tuesday/Wednesday/Thursday, 5:30-8:30 PM
- **Location(s)**: Online
- **Cost**:
  - Registration Fees: $45
  - Quickbooks Exam Fee: 1st attempt, fee waived

For those interested in joining the Intro to Business Administration IET class, please check our website regularly for the registration process and upcoming sessions.