

START HERE. GO ANYWHERE.



SOUTHERN CAREERS INSTITUTE
**BUSINESS
ADMINISTRATION**



Call Now 1.833.SCI.TEXAS or Scan the QR Code to Learn More



LEARN it.

Our Business Administration students have the opportunity to train on:

- A basic understanding of how contemporary businesses work
- Effective in-person communication techniques appropriate for a business setting
- Proficiency in the use and application of current business tools, such as email, internet and company-specific software
- Recognition of basic concepts and theories related to business ethics and social responsibility

Business Administration graduates may pursue careers as:

- Assistants
- Clerks
- Aides
- Coordinators
- Office Specialists in a variety of businesses

2 Schedule options to complete your program*

**33
WEEKS**
DAY
CLASSES

OR

**48
WEEKS**
EVENING
CLASSES

**With successful full-time enrollment.*

Train to earn the following 18 Skill Badges conveying proficiency in your field:



Accounting Principles



Business Communication



Business Law



Business Principles



Human Resources



QuickBooks



Entrepreneurship



Financial Management



Marketing Sales



Business Operations



Microsoft Word



Microsoft Excel



Microsoft Outlook



Customer Services



Professionalism



Words Per Minute



Communication



Problem Solving



- ACC101 Accounting Foundations**
Introduction to the accounting profession & principles
- BUS101 Business Communication**
Oral & written communication in a business environment
- BUS102 Business Law**
Laws & regulations that govern business practices
- BUS110 Management Principles**
Concepts of business management & the challenges managers face
- BUS111 Human Resources**
Functions of human resources in business & industry
- BUS112 Computerized Financial Reporting**
Use computerized accounting software to record & report financial data
- BUS120 Starting Your Own Business**
Considerations for start-ups including business plans
- BUS121 Financial Management**
Financial requirements associated with managing business expenses
- BUS122 Marketing & Sales**
Roles of marketing & social media in business
- BUS123 Business Operations**
Focus on basic business concepts & functions including decision-making processes & data

- CIS101 Word Processing**
Basic techniques of electronic word processing & software applications
- CIS102 Spreadsheets**
Basic techniques of electronic spreadsheets & software applications
- CIS103 Application Presentation & Sharing**
Basic techniques of electronic presentation & communication with software applications
- CSV103 Customer Service**
Practice customer service skills in a business setting with problem-solving & critical thinking
- JOB103 Career Readiness**
Integrate learned skills into job search techniques & professional development
- KEY101 Keyboarding**
Introduction to proper touch typing skills
- MAC103 Communication**
Study communication skills in a single or group setting while utilizing informal writing techniques
- OFF101 Office Procedures I**
Practice office procedures using the functionality of business machines in resolving business problems
- JOB143 Business Administration Externship**
Apply learned skills in a real-world work environment during this 80-hour externship

Included National Certifications*
Taken through a third party provider



Entrepreneurship
& Small Business*

**Exam fee included in tuition and will be paid if taken within three months of program completion.*

Additional National Certifications**
Taken through a third party provider



Microsoft Office
Specialist Word
(Microsoft 365 Apps)



Microsoft Office
Specialist Excel
(Microsoft 365 Apps)



Microsoft Office
Specialist PowerPoint
(Microsoft 365 Apps)

***Additional Exam fees not included in tuition.*

SPEAK WITH AN ADMISSIONS ADVISOR TODAY! 1.833.SCI.TEXAS or visit SCItexas.edu

Austin Main Campus
1701 W. Ben White Blvd., Ste. 100
Austin, TX 78704

Brownsville Branch Campus
935 North Expressway
Brownsville, TX 78520

Corpus Christi Branch Campus
2422 Airline Rd.
Corpus Christi, TX 78414

Harlingen Branch Campus
1122 Morgan Blvd.
Harlingen, TX 78550

Pharr Branch Campus
1500 North Jackson Rd.
Pharr, TX 78577

San Antonio-North Branch Campus
6963 NW Loop 410
San Antonio, TX 78238

San Antonio-South Branch Campus
238 Southwest Military Dr. Ste. 101
San Antonio, TX 78221

Waco Branch Campus
3700 S IH 35, Ste. A
Waco, TX 76706