



**MedCertify**

Train for Healthcare & IT Careers

# BUSINESS ADMINISTRATION

## PROGRAM

### SYLLABUS

[WWW.MEDCERTIFY.COM](http://WWW.MEDCERTIFY.COM)

# ONLINE DELIVERY

**180** INSTRUCTIONAL  
CLOCK HOURS  
**18** WEEKS



## OVERVIEW:

The Business Administration program prepares students to support and manage a variety of business functions across diverse industries. Students will explore core business concepts including ethical practices, financial management, communication, leadership, and strategic planning. The curriculum covers key administrative roles such as human resources, bookkeeping, payroll, and social media strategy, while also emphasizing professionalism, critical thinking, and workplace technology. This well-rounded foundation prepares students to contribute meaningfully to organizational success and adapt to the evolving needs of the business world.

Students will learn to:

- Demonstrate ethical conduct in all job-related activities
- Present a professional image through appearance and behavior
- Communicate clearly and professionally in both written and verbal formats
- Interact respectfully with diverse clients and colleagues
- Apply time and stress management strategies to meet goals
- Use teamwork, negotiation, and conflict resolution skills in the workplace
- Apply critical thinking, creativity, and innovation to solve problems
- Demonstrate knowledge of business functions including human resources and accounting
- Perform basic mathematical calculations used in business settings
- Understand trends, issues, and goals within the business profession



## PROGRAM FEATURES

- ✓ Expert Guidance Provided Through Live Mentoring Support Sessions
- ✓ Access to On-Demand Video Lessons for the Duration of Your Program
- ✓ Flexible, Self-Paced Learning that Adapts to your Schedule
- ✓ Dedicated Academic Coaches
- ✓ National Certification Exam Preparation Support



## PROGRAM COURSES

- ✓ Workplace OSHA Training
- ✓ Career Development
- ✓ Business Office Productivity 2021
- ✓ Professional Office Development
- ✓ Bookkeeping and Payroll
- ✓ Introduction to Business Accounting
- ✓ aPHR or Project Management Fundamentals/CAPM

# PROGRAM OUTLINE

WEEK 1 - 4

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## **Business Office Productivity**

WEEK 5

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## **Professional Office Development**

Lesson 1: Professional in the Office

Lesson 2: Business Etiquette and Professionalism

Lesson 3: Thinking Critically

WEEK 6

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Lesson 4: Time Management Skills

Lesson 5: Customer Service Basics

## **Workplace OSHA Training**

WEEKS 7-8

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## **Introduction to Business Accounting**

WEEKS 9-11

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## **Bookkeeping & Payroll**

WEEKS 12-18

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Certified Associate in Project Management (CAPM)  
with Project Management Fundamentals

Important: This program requires students to complete 23 contact hours by attending 8 full CAPM Live Mentoring sessions, completed progressively throughout the course.

or

Associate Professional in Human Resources (aPHR)



1169 Eastern  
Parkway Ste 2252  
Louisville, KY 40217

P : +1 [800.511.2284](tel:800.511.2284)  
W : [www.medcertify.com](http://www.medcertify.com)  
E : [info@medcertify.com](mailto:info@medcertify.com)

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