

Course Listing*

CORE COURSE REQUIREMENTS

COURSE ID	COURSE NAME	CREDIT UNITS
ACCT 100	Accounting Cycle Concepts	3.0
BUSN 100	Business Math Applications	3.0
BUSN 120	Business Communication	3.0
BUSN 130	Principles of Management	3.0
BUSN 140	Principles of Human Resources	3.0
BUSN 160	Principles of Marketing	2.0
BUSN 190	Customer Service	2.0
BUSN 201	Spreadsheet Management	3.0
BUSN 90	Capstone & Externship	6.0
COMP 101	Computer Literacy and Applications for the Professional	3.0

CERTIFICATE TOTAL **31.0**

GENERAL EDUCATION REQUIREMENTS

COURSE ID	COURSE NAME	CREDIT UNITS
ENG 121	Composition and Reading – Part A	3.0
ENG 122	Composition and Reading – Part B	3.0
HUMN 125	Intercultural Communication	3.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
NSC 1	Introduction to the Natural Sciences	3.0
PHIL 1C	Ethics	3.0
PHIL 200	Critical Thinking	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0

A.S. DEGREE TOTAL **61.0**

Institutional Accreditation

San Joaquin Valley College is accredited by the WASC Senior College and University Commission (WSCUC), 985 Atlantic Avenue, Suite 100, Alameda, CA 94501, (510)748-9001 (<https://www.wscuc.org>). The WSCUC is an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

California State Approval

SJVC is a private institution and is approved to operate as an accredited institution by the California Bureau of Private Postsecondary Education (BPPE). Approval to operate means that SJVC has been found in compliance with the standards set forth in the California Private Postsecondary Education Act of 2009 (as amended) and Title 5, Division 7.5, - Private Postsecondary Education of the California Code of Regulations. As a prospective student, you are encouraged to review the catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Consumer Information

San Joaquin Valley College publishes important consumer information for all programs and campus locations. For comprehensive consumer information, visit <https://www.sjvc.edu/admissions/consumer-information>.

SJVC Locations

ATASCADERO 805.470.7130	MODESTO 209.542.8800
BAKERSFIELD 661.834.0126	ONTARIO 909.948.7582
DELANO 661.778.1145	PORTERVILLE 559.853.4114
FRESNO 559.448.8282	RANCHO CORDOVA 916.638.7582
FRESNO - TRADES EDUCATION CENTER 559.453.0123	RANCHO MIRAGE 442.305.7701
HANFORD 559.584.8840	SANTA MARIA 805.608.3104
HESPERIA 760.948.1947	TEMECULA 951.296.6015
LANCASTER 661.974.8282	VISALIA 559.651.25002
MADERA 559.302.2155	

Program availability varies by campus location. Please see the catalog for details.

*Sessions and degree offerings vary by campus. Speak to an Admissions Representative for more details.

Course listings are subject to change. Reference the SJVC College Catalog for the most current program information.

READY TO ENROLL? GET STARTED HERE:

www.sjvc.edu/program/business-office-administration/

sjvc.edu [in](#) [f](#) [t](#) [v](#) [o](#)



Train for a rewarding career in

Business Office Administration



San Joaquin Valley College's (SJVC) Business Office Administration program is available on-ground and online and provides a framework of business knowledge and skills that can adapt to any company's operation.

Students develop into knowledgeable, ethical, and technically competent business professionals. Our program includes a 180-hour externship component that provides real-world work experience..



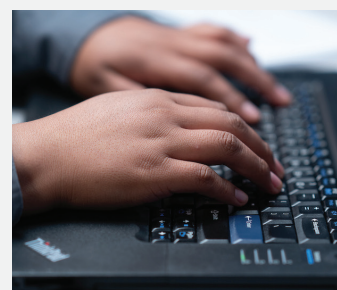
Your trusted source for hands-on training.

SJVC excels at in-person, hands-on learning in high tech laboratory environments that will enable you to transition to a career with real-world experience. Our online programs and courses provide the convenience to complete coursework at home.



Students Learn:

- Technological tools applicable to a business setting
- Keyboarding skills in line with industry standards
- Concepts of communication, reasoning, critical analysis, ethics and interpersonal interaction to situations in their career and personal life
- Social skills, professional appearance, attitudes and behavior that employers expect of SJVC graduates
- Business management concepts, including human resources, marketing, law and ethics
- Accounting skills in line with bookkeeping industry standards
- Effective customer service, sales, and retail skills applicable in a retail business setting



At SJVC, we value:

- Integrity**
- Family**
- Professionalism**
- Communication**
- Diversity**
- Success**

Graduation Requirements

- Successful completion of all program coursework
- Minimum keyboarding speed of 45 net words per minute
- Successful completion of the Career Services Seminar (CSS 100)

Admissions Requirements

- ❑ High School diploma or equivalent
- ❑ Wonderlic SLE assessment score of 12 or higher

Applicants must have reliable plans for transportation, child care and time to devote to school work outside of scheduled class hours.

See the SJVC College Catalog for additional information on institutional admission requirements.



Career Opportunities

Employers want to hire those who are familiar not only with business technology and equipment but also with appropriate business practices and communication. Entry-level business professionals work in many different industries and can have many different job titles:

- Customer Service Representatives
- Receptionists and Information Clerks
- Executive Secretaries and Executive Administrative Assistants
- Human Resources Specialists

Source: Occupational Information Network (O*Net) www.onetonline.org

GET MORE INFO ON
ENROLLMENT:

[www.sjvc.edu/program/
business-office-administration/](http://www.sjvc.edu/program/business-office-administration/)

sjvc.edu    