



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 144-hour externship component that provides real-world work experience.



Hands-on Training:

- Practical application of business accounting fundamentals
- Principles of basic business math
- Written & digital business communication
- Basic elements of HR, marketing, and customer service for business
- Productivity software



Career Information

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 can work in almost any industry. Below are just a few examples:

- Customer Service Representatives
- Receptionists and Information Clerks
- Secretaries and Administrative Assistants, except Legal, Medical, and Executive
- Human Resources Specialists

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

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)



Training Today for a Better Tomorrow



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 academic work outside of scheduled class hours.

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
COMP 101	Computer Literacy and Applications for the Professional	3.0
BUSN 90	Capstone and Externship	6.0
Certificate Program Total		31.0

General Education Course 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
G.E. Total		30.0
A.S. Degree Program Total		61.0

*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.

SJVC Locations

ATASCADERO 805.470.7130	FRESNO 559.448.8282	HESPERIA 760.948.1947
BAKERSFIELD 661.834.0126	FRESNO - TRADES EDUCATION CENTER 559.453.0123	LANCASTER 661.974.8282
DELANO 661.778.1145	HANFORD 559.584.8840	MADERA 559.302.2155

MODESTO 209.542.8800	RANCHO CORDOVA 916.638.7582	TEMECULA 951.296.6015
ONTARIO 909.948.7582	RANCHO MIRAGE 442.305.7701	VISALIA 559.651.2500
PORTERVILLE 559.853.4114	SANTA MARIA 805.608.3104	

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