



# 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
- Principals 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

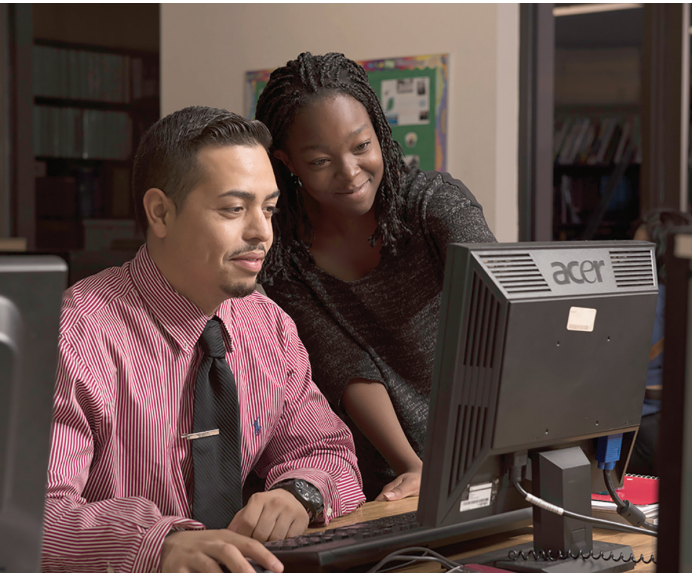
*\*Source: Occupational Information Network (O\*Net)*  
[www.onetonline.org](http://www.onetonline.org)

## 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
<b>Certificate Program Total</b>		<b>31.0</b>

### 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
<b>G.E. Total</b>		<b>30.0</b>
<b>A.S. Degree Program Total</b>		<b>61.0</b>

\*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

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

<b>MODESTO</b> 209.542.8800	<b>RANCHO CORDOVA</b> 916.638.7582	<b>TEMECULA</b> 951.296.6015
<b>ONTARIO</b> 909.948.7582	<b>RANCHO MIRAGE</b> 442.305.7701	<b>VISALIA</b> 559.651.2500
<b>PORTERVILLE</b> 559.853.4114	<b>SANTA MARIA</b> 805.608.3104	<i>Program availability varies by campus location. Please see the catalog for details.</i>

### 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 and also the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at [www.accjc.org](http://www.accjc.org).

### 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>.