

# BUSINESS, CLERICAL CERTIFICATE

The Business Department is committed to providing a broad and flexible professional education. Recognizing the importance of office communications, office computer applications, records management, and virtual technology in the business community, these areas provide students with learning opportunities relevant to everyday business. For individuals currently working within these listed fields, there may be potential for salary and/or career advancement.

CT.BUS.CLER

## Program Map Design Your Future!

Begin by exploring MSJC program maps to find a career or transfer (<https://msjc.emsicc.com/?radius=&region=All%20Regions>) opportunities. Program maps show the recommended sequence of courses that lead to graduation or transfer. The maps were developed by program experts to give you the skills and knowledge you need to succeed.

- **Starting in Spring?** Choose Fall Semester 1 courses.
- **Are you a part-time student?** Start Fall Semester 1 courses and follow the course sequence.

Fall Semester 1		Units
MATH-140	Introduction to Statistics	3
OTEC-500	Keyboarding and Document Formatting (formerly OTEC-090)	3
CAPP-122	Using Microsoft Excel	3
CAPP-735	Using Microsoft Word (formerly CAPP-127)	3
<b>Units</b>		<b>12</b>
Spring Semester 1		Units
BADM-104	Business Communications	3
OTEC-505	Office Procedures and Systems (formerly OTEC-098)	3
ACCT-776	Bookkeeping (formerly ACCT-076)	3
ACCT-777	QuickBooks Accounting (formerly ACCT-077)	3
<b>Units</b>		<b>12</b>
<b>Total Units</b>		<b>24</b>

## Requirements

Course	Title	Credits
<b>Required Courses</b>		
BADM-104 or BADM-104H	Business Communications Honors Business Communications	3
BADM-710 or MATH-090	Business Math (formerly BADM-085) Elementary Algebra	3-4
CAPP-122	Using Microsoft Excel	3
CAPP-735	Using Microsoft Word (formerly CAPP-127)	3
OTEC-500	Keyboarding and Document Formatting (formerly OTEC-090)	3

OTEC-505	Office Procedures and Systems (formerly OTEC-098)	3
<b>Subtotal</b>		<b>18-19</b>
<b>Elective Courses</b>		
Select two of the following:		6
ACCT-776	Bookkeeping (formerly ACCT-076)	
ACCT-777	QuickBooks Accounting (formerly ACCT-077)	
CAPP-123	Using Microsoft Access - Level 1	
CAPP-535	Using Microsoft PowerPoint (formerly CAPP-094)	
<b>Subtotal</b>		<b>6</b>
<b>Total Units</b>		<b>24-25</b>

## Career Exploration

Discover information about careers that interest you!

1. Take a Career Quiz (<https://msjc.emsicc.com/assessment/>) to learn about yourself and receive career suggestions based on your interests.
2. Search available in-demand jobs (<https://msjc.emsicc.com/browse-careers/>) in your career areas of interest and find up-to-date salaries and education requirements.
3. Find the MSJC Program (<https://msjc.emsicc.com/browse-programs/>) that connects your interests to a career.

Note: There are no guaranteed positions for students completing these programs. Education and work experience required will vary by employer. The salary and benefits for specific occupations will be dependent on work experience, education, background, and employer.

## Gainful Employment Disclosures: Business Clerical

Gainful Employment Disclosures – 2022

Program Name BUSINESS, CLERICAL

This program is designed to be completed in 12 months.

This program will cost \$1,150 if completed within normal time. There may be additional costs for living expenses. These costs were accurate at the time of posting, but may have changed.

Of the students who completed this program within normal time, the typical graduate leaves with \$ 0 of debt.

The following States do not have licensure requirements for this profession: California

For more information about graduation rates, loan repayment rates, and post-enrollment earnings about this institution and other postsecondary institutions please click here: <https://collegescorecard.ed.gov/>

NOTE:

Cost per unit \$46

Parking Permits cost \$68 a year or \$34 a semester

RTA Go Pass cost \$16 a year or \$8 a semester

SGA discount sticker (optional) - \$14 a year or \$7 a semester

Student representation fee (optional) - \$4 a year or \$2 a semester

Help a Student Fund (optional) - \$4 a year or \$2 a semester

Student Health Center Fee - \$46 a year or \$23 a semester

\*For summer session fees and non-CA resident tuition, please  
see: [https://www.msjc.edu/StudentServices/EnrollmentServices/Pages/  
What-Fees-do-I-have-to-pay.aspx](https://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx)