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. The Business, Clerical Certificate will be awarded for the completion 5 core courses and 2 elective courses for a total of 21 units.

CT.BUS.CLER

Program Map
Design Your Future!

Begin by exploring MSJC program maps to find career or transfer (https://msjc.emsicc.com/?radius=&region=All%20Regions) opportunities. Program maps show the recommended course sequence that leads 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
BADM-710 or ACCT-740	Business Math or Accounting for Non-Accountants and Entrepreneurs	3
ENGL-C1000	Academic Reading and Writing	3
CAPP-122	Using Microsoft Excel	3
OTEC-505	Office Procedures and Systems (formerly OTEC-098)	3
ACCT-124	Financial Accounting - Principles of Accounting I	3
	Units	15
Spring Semester 1		
BADM-104	Business Communications	3
BADM-545	Business Computer Applications	3
CAPP-523	Using Microsoft Access - Level 1 (formerly CAPP-123)	3
ACCT-777	QuickBooks Accounting	3
	Units	12
	Total Units	27

Requirements

Course	Title	Credits
Required Courses		
BADM-104 or BADM-104H	Business Communications Honors Business Communications	3
BADM-545 or CSIS-101	Business Computer Applications Introduction to Computers and Data Processing	3
BADM-710 or ACCT-740	Business Math Accounting for Non-Accountants and Entrepreneurs	3
CAPP-122	Using Microsoft Excel	3
OTEC-505	Office Procedures and Systems (formerly OTEC-098)	3
Subtotal		15
Elective Courses		
Select two of the following:		6
ACCT-776	Bookkeeping (formerly ACCT-076)	
ACCT-777	QuickBooks Accounting	
BADM-103 or BADM-103H	Introduction to Business Honors Introduction to Business	
CAPP-523	Using Microsoft Access - Level 1 (formerly CAPP-123)	
Subtotal		6
Total Units		**21**

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 – 2025

Program Name BUSINESS, CLERICAL

This program is designed to be completed in 8 months.

This program will cost $966 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
Nonresident Fees- Tuition: $313
Capital Outlay: $58
Parking Permits cost $90 a year or $45 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 - $54 a year or $27 a semester
*For summer session fees and non-CA resident tuition, please see:
https://www.msjc.edu/enroll/what-fees-do-i-have-to-pay.html