



BUSINESS ADMINISTRATION

Financial Aid available for those who qualify.

LOCATION	TIME	DAYS	TERM	CLOCK HOURS	FEE**
School of Career Education, Main Campus, 2100 E. Alessandro Blvd., Riverside, CA 92508	8:00 a.m. - 4:30 p.m.	T-F*	20 weeks	600	\$9,200
Don F. Kenny Regional Learning Center, Branch Campus, 47-336 Oasis Street, Indio, CA 92201	8:00 a.m. - 4:30 p.m.	T-F*	20 weeks	600	\$9,200

*Program fee DOES NOT include enrollment prerequisites, program requirements, testing fees, or required materials.

*Internship portion of the program will take place Monday - Friday. *Schedule and fees are subject to change without notice.

WHERE WOULD I WORK?

- Government including city, county, state, and federal offices.
- Schools and School Districts
- Medical and Dental Offices.
- Legal Offices.

MEDIAN 2021 WAGES*

	HOURLY	ANNUALLY
CALIFORNIA	\$22.02	\$45,805
INLAND EMPIRE	\$21.24	\$44,167

**Data based upon wages and employment averages for Secretaries and Administrative Assistants. Except Legal, Medical, and Executive in California: www.onetonline.org. Completion, Placement, and Licensure available on website at www.riversidesce.org

COURSE DESCRIPTION:

The Business Administration course is designed for persons interested in working in a professional business environment, with an emphasis on Human Resources, Small Business Accounting and Payroll, and Business Communications. The Business Administration course equips the student with a variety of skills used in large and small businesses through the study of legal and regulatory issues that arise in the workplace; professional communication management; Human Resource Management; Microsoft Office, including Word, Excel, and PowerPoint; Desktop Publishing, including Microsoft Publisher; Accounting with QuickBooks and Payroll Accounting. An essential component of this program is a required business internship where students practice all skills learned in an actual office environment to gain hands-on experience and network with professionals. This program prepares students with the skills necessary to successfully pass the Microsoft Office Specialist (MOS) in Microsoft Word and Excel.

ADMISSION REQUIREMENTS:

- Official high school transcript or equivalent.
- Successful completion of required assessment test.
- Current government-issued photo ID.
- Social Security card or right-to-work documentation.

PROGRAM REQUIREMENTS:

- Maintain a minimum 76% grade-point average and a 93% attendance rate.
- Community site training is a required component of this program. Transportation to and from site is at the student's expense.
- Must have basic keyboarding and computer skills.
- Access to computer or laptop with Windows Operating System and Word/Excel 2016 or later.

INCLUDED IN THE COST OF PROGRAM FEES:

- Textbooks.
- Internship included in program.
- Microsoft Office Specialist certification Word & Excel exam.