



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	\$9,400
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	\$9,400

*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, Except Legal, Medical, and Executive in California: www.labormarketinfo.edd.ca.gov.

COURSE DESCRIPTION:

The Business Administration course is designed for persons interested in working in a professional business environment, with an emphasis in Small Business Accounting and Payroll and Business Communications. The Business Administration course equips students with a variety of skills used in large and small businesses including professional communication, Microsoft Office, including Word, Excel, PowerPoint, and Publisher, and Accounting with QuickBooks. 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. This program will also prepare students for the QuickBooks exam.

ADMISSION REQUIREMENTS:

- Official high school or equivalent transcript.
- 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.
- 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.