

Business Management Programs

If you are transitioning to new and better career in business, earning a certificate or diploma from Joshua Career Institute (JCI) in Accounting, Office Management, Payroll, Sales, and others is easier than you think. Not only will you receive a diploma upon graduation, we will prepare you for a professional certification. This dual approach of enhancing your career opportunities is preferred by many employers in the technology industry.



JCI business program provides you with strong skills set and foundation of both knowledge and practical skills to prepare you for careers within a wide-variety of business related fields. Earning your business diploma from JCI will give you the confidence you need to demonstrate and display your talents to various employers. Students are expected to meet the admission requirements shown below before full acceptance into the JCI programs.

Business Management Options

JCI Business Management Program options include the following:

1. Accounting Clerk

2. Accounting Specialist
3. Executive Administrative Assistant
4. Administrative Assistant
5. Bookkeeping Specialist
6. Criminal Justice Associates
7. Customer Service Specialist
8. Legal Assistant
9. Office Management
10. Payroll Accounting
11. Real Estate Office Assistant
12. Sales Associates
13. Tax Accounting

Admission Requirements

All students are required to meet the following admission requirements:

1. Proof of education requirements
2. Proof of US Residency requirements.
3. Correctly and fully complete the admission package
4. Successfully complete the program orientation process

Material & Equipment Requirements

To make your online experience enjoyable and trouble-free, students are required to meet the following material and equipment requirements before the online orientation date:

1. Own or have access to a computer or laptop with Windows 7 or better.
2. Laptop (with wireless mouse) must be compatible with Microsoft Office software, if you are not sure, e-mail admin@joshuaci.com.
3. Have access to High Speed Internet with Mozilla Firefox Browser.
4. Ensure that their computer or laptop is able to download software from the Internet.
5. Ensure that their computer or laptop is able to **display** Adobe PDF, Microsoft Word and Excel without problems.
6. Have an e-mail account which the student checks daily.
7. Install Microsoft Office 2010 or 2013 on their computer or laptop.
8. Please note that JCI does not provide technical support to students.