

## *Business Management Programs*

### *Program Mission*

Joshua Career Institute seeks to provide the student with hands-on, practical, and experiential teaching knowledge, which allows the learner to practice with real and actual scenarios. Due to the pragmatic nature of the program materials, long after the course is over, we expect the student to remember and replicate the course materials with speed, accuracy, and self-confidence, in a working environment. The diploma program is designed to prepare the student for the workforce by bridging the gap between theory and practice and by employing effective and synergistic teaching modules. Additionally, the program is passionate of student's certification in their respective program fields.

### *Program Options*

JCI Business Management Program options include the following:

1. *Accounting Clerk*
2. *Accounting Specialist*
3. *Executive Administrative Assistant*
4. *Administrative Assistance*
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.