


SCHOOL OF BUSNIESS

UNDERGRADUATE CERTIFICATES

- Accounting
 - Computer Science
 - Administration
 - Office Management
 - Church Administration
 - Records Management
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In JSPV's School of Business, students will learn what's behind the numbers in busines accounting; they will learn how to organize and manage office settings on various levels, have a working knowledge of computers including MS Office Suite which encompasses Word, Excel, Power Point and Outlook, and general administration principles. Students will gain a broad view of records management and learn various methods of maintaining confidential and business records. After successful completion of these courses, graduates will be efficient in any administrative role they play in ministry or for any organization.

SCHOOL OF BUSINESS

Accounting

ACC 101	General Accounting/Financial Reporting
ACC 102	Financial Statements / Budgets
ACC 103	Church Budgets/Business
ACC 104	Grant Writing

Computers

COM 101	Computers I: Introduction
COM 102	Computers II: Microsoft Office: Word, Excel
COM 102	Computers III: Microsoft Office: PowerPoint, Outlook

Administration

ADM 101	Intro to Administration
ADM 102	Office Management
ADM 103	Records Management
ADM 104	Executive Administration

Records Management

RCD 100	General Records Management
RCD 110	HIPPA & Regulatory Record Keeping