

Nursing: Work Experience (MNURWE)

"NURWE" in the MJC catalog

Division Office: 575-6362

MNURWE 361 Work Experience-Nursing 1 Unit

Prerequisite: Enrollment in a minimum of 7 units which may include Cooperative Vocational Work Experience. Must be employable as a Nurse Assistant and in good standing in the ADN program. Corequisite: Concurrent enrollment in NURSE 262, 263, 264, 265, 266, or 267. Summer session students need only complete one other course, regardless of units. 75 hours related work experience per semester equals 1 unit

8530 WARD T 4.6 HRS/WK ARR MHOS TBA MJCO

MNURWE 362 Work Experience-Nursing 2 Units

Prerequisite: Enrollment in a minimum of 7 units which may include Cooperative Vocational Work Experience. Must be employable as a Nurse Assistant and in good standing in the ADN program. Corequisite: Concurrent enrollment in NURSE 262, 263, 264, 265, 266, or 267. Summer session students need only complete one other course, regardless of units. 75 hours related work experience per semester equals 1 unit 150 hours related work experience per semester equals 2 units

8531 WARD T 9.2 HRS/WK ARR MHOS TBA MJCO

MNURWE 385A Work Experience- Vocational Nurse 1 1 Unit

Corequisite: Concurrent enrollment in NURSE 350. 75 hours related work experience per semester equals 1 unit

0641 PEDRAZZI K 4.6 HRS/WK ARR MHOS TBA MJCO

Concurrent enrollment in the Vocational Nursing Program is required.

MNURWE 385B Work Experience- Vocational Nurse 2 Units

Corequisite: Concurrent enrollment in NURSE 350. 150 hours related work experience per semester equals 2 units.

0642 PEDRAZZI K 9.2 HRS/WK ARR MHOS TBA MJCO

Concurrent enrollment in the Vocational Nursing Program is required.

MNURWE 385C Work Experience- Vocational Nurse 1 3 Units

Corequisite: Concurrent enrollment in NURSE 350. 225 hours related work experience per semester equals 3 units.

0643 PEDRAZZI K 13.7 HRS/WK ARR MHOS TBA MJCO

Concurrent enrollment in the Vocational Nursing Program is required.

MNURWE 385D Work Experience- Vocational Nurse 1 4 Units

Corequisite: Concurrent enrollment in NURSE 350. 300 hours related work experience per semester equals 4 units.

0644 PEDRAZZI K 18.3 HRS/WK ARR MHOS TBA MJCO

Concurrent enrollment in the Vocational Nursing Program is required.

Nutrition

Division Office: 575-6343

Classes can also be found under
FOOD & NUTRITION

Office Administration (MOFADM)

"OFADM" in the MJC catalog

Division Office: 575-6129

All Office Administration sections held in Founders Hall (MFND) 101 Office Administration Center, are open-entry/open-exit courses. These courses are available DAY and EVENING. See 155 for more information about the Center's hours and about starting your course.

MOFADM 201 Intermediate Keyboarding 1 Unit

Recommended for Success: Possess at least one semester of keyboarding and type a minimum of 45 gross wpm on a five-minute test.

1377 ALAVEZOS K 1.80 HRS/WK ARR MFND 101 EAST

All Office Administration sections held in Founders Hall (MFND) 101, the Office Administration Center, are open-entry/open-exit courses. These courses are available DAY and EVENING. See page 155 for more information about the Center's hours and about starting your course.

MOFADM 202 Intermediate Keyboarding 2 Units

Recommended for Success: Possess at least one semester of keyboarding and type a minimum of 45 gross wpm on a five-minute test.

1378 ALAVEZOS K 3.60 HRS/WK ARR MFND 101 EAST

MOFADM 203 Intermediate Keyboarding 3 Units

Recommended for Success: Possess at least one semester of keyboarding and type a minimum of 45 gross wpm on a five-minute test.

1379 ALAVEZOS K 5.40 HRS/WK ARR MFND 101 EAST

MOFADM 231 Intermediate Word Processing 3 Units

Recommended for Success: Satisfactory completion of OFADM 203 and (OFADM 330 or CMPSC 274) Also offered as CMPSC 231.

5560 ALAVEZOS K 5.5 HRS/WK ARR ONLINE

MATERIALS FEE: \$2.50

Also offered as MCMPC 231 #5559. NOTE: Course uses Word 2007

MOFADM 301 Beginning Keyboarding 1 1/2 Units

7220 ALAVEZOS K 2.70 HRS/WK ARR MFND 101 EAST

MATERIALS FEE: \$2.50

MOFADM 302 Beginning Document Processing 1 1/2 Units

Recommended for Success: Satisfactory completion of OFADM 301 or ability to keyboard by touch at 25 GWAM

7221 ALAVEZOS K 2.70 HRS/WK ARR MFND 101 EAST

MATERIALS FEE: \$2.50

MOFADM 303 Keyboarding for Speed and Accuracy 1/2 Unit

Recommended for Success: Satisfactory completion of OFADM 301 or ability of keyboard by touch at 25 GWAM

7224 ALAVEZOS K 1 HRS/WK ARR MFND 101 EAST

MATERIALS FEE: \$2.50

7222 ALAVEZOS K 1 HRS/WK ARR MFND 101 EAST

MATERIALS FEE: \$2.50

7223 ALAVEZOS K 1 HRS/WK ARR MFND 101 EAST

MATERIALS FEE: \$2.50



Open-Entry/Open-Exit Courses

Some classes at MJC are considered "Open-Entry/Open-Exit" which means that you can enroll until the 12th week of the semester. Below you will find all Spring Open-Entry/Open-Exit courses.

Sect #	Course	ID	Units	Sect #	Course	ID	Units
Spring 2009							
Intermediate Keyboarding				Introduction to Computers & Windows			
1377	MOFADM201		1.00	7239	MOFADM353		1.00
1378	MOFADM202		2.00	Introduction to Word Processing			
1379	MOFADM203		3.00	7242	MOFADM356		1.00
Beginning Keyboarding				Introduction to Spreadsheets			
7220	MOFADM301		1.50	7245	MOFADM359		1.00
Beginning Document Processing				Introduction to Databases			
7221	MOFADM302		1.50	7246	MOFADM361		1.00
Keyboarding for Speed & Accuracy				Introduction to Business Presentation Software			
7222	MOFADM303		.50	7247	MOFADM362		1.00
7223	MOFADM303		.50	Understanding the Internet			
7224	MOFADM303		.50	7248	MOFADM363		1.00
Machine Transcription				Grammar in the Office			
7232	MOFADM328A		1.00	7249	MOFADM364		1.00
7233	MOFADM328B		2.00	Proofreading Techniques			
				7250	MOFADM366		1.00
				10-Key Mastery on the Computer			
				7251	MOFADM375		1.00

PLEASE NOTE: 0.50 unit course takes an average student 15-20 hours to complete. 1.00 unit course takes an average student 30-40 hours to complete



Office Administration

MJC Office Administration Center
 East Campus: Founders Hall 101
 (209) 575-6478
 Spring Hours: M - Th: 9 a.m. - 8 p.m.
 F: 9 a.m. - 2 p.m.
 S: 9 a.m. - 1 p.m.

Would you like to gain office skills?

MJC provides very accessible courses designed to help you improve and polish office skills. Many of MJC's Office Administration courses are offered "open-entry/open-exit" which means you may add a course until the 12th week of the semester. Courses are offered in the Office Administration Center where you can work at times most convenient for you, DAY OR EVENING. Instructors will work with you on an individual basis.

Office Administration Center Orientations

Students registering for an Open-Entry course *must attend* a one-hour Office Administration Center orientation session before beginning course work. Orientations will be held in Founders Hall 103 on dates listed below. After these dates orientations will be conducted in the Office Administration Center (Founders Hall 101).

Spring Office Administration Center Orientation Schedule:

Saturday, January 10	10 a.m.
Monday, January 12	8:30 a.m., 11:15 a.m., 2:30 p.m., 6 p.m.
Tuesday, January 13	8:30 a.m., 12:45 p.m., 6 p.m.
Wednesday, January 14	8:30 a.m., 11:15 a.m., 2:30 p.m., 6 p.m.
Thursday, January 15	8:30 a.m., 12:45 p.m., 6 p.m.
Friday, January 16	9:30 a.m., 11 a.m.
Saturday, January 17	9:30 a.m., 11 a.m.

**Office Administration
 Course List located
 on page 134**