

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

