Office Administration

Degree(s)

Transfer:
None

Non-Transfer:
A.S. in Office Administration 8675 AS.BUS.OADM or 8676 AS.BUS.OATP
(with General Education Requirements Option A)

Certificate(s)
Certificate in Business, Clerical 4392 CT.BUS.CLER or 16038 CT.BUS.CLER.TP
Certificate in Business, Office Administration Technician 22125 CT.BUS.OADM or 22126 CT.BUS.OATP
Certificate in Microsoft Applications Specialist 10769 CT.BUS.MCA or 8678 CT.BUS.MAS.TP

Employment Concentration Certificate(s)
Office Communications Concentration 99999 ECC.BUS.OC
Records Management Concentration 99999 ECC.BUS.RM
Virtual Office Professional Concentration 99999 ECC.BUS.VOPC

Program Description

The Business Department offers a non-transfer Associate degree in Office Administration designed to introduce the student to the study of a wide range of subjects related to positions and careers in the modern office. The program includes the training necessary to successfully perform in the many and varied Office Technician and Administrative Assistant type positions available in the job market.

The non-transfer Certificate in Business, Clerical focuses more on the clerical aspect of the office. The non-transfer Certificate in Business, Office Administration Technician focuses more on the technical aspect of the office. The non-transfer Certificate in Microsoft Applications Specialist focuses on the application of several Microsoft products used in today’s business environment. Additionally, there is a variety of non-transfer Employment Concentration Certificates available, each with its own emphasis. These include Office Communications, Records Management, and Virtual Office Professional.

The Business Department is committed to providing a broad and flexible professional education. Recognizing the importance of office communications, office computer applications, records management, and virtual technology in the business community, these areas provide students with learning opportunities relevant to everyday business.

For individuals currently working within these listed fields, there may be potential for salary and/or career advancement.
**Instructional Programs**

**Learning Outcomes**

- Communicate effectively through appropriate modes of communication (listening, speaking, reading, writing) as they pertain to the business environment with emphasis on the use of computer technology.
- Analyze data to determine relevant information needed to produce reports, visual presentations, and other business documents.
- Identify and solve business problems, assess results, and determine alternative courses of action.

**Career Opportunities**

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: www.onetonline.org)

**Non-Transfer A.S. Degree**

**Office Administration**

Administrative Assistant, Executive Secretary

**Certificate**

**Business, Clerical**

Data Entry Operator, File Clerk, General Office Clerk, Hotel Desk Clerk, Insurance Clerk, Municipal Clerk, Office Manager, Record Clerk, Receptionist, Information Clerk

**Learning Outcomes**

- Communicate effectively through appropriate modes of communication (listening, speaking, reading, writing) as they pertain to the business environment with emphasis on the use of computer technology.
- Analyze data to determine relevant information needed to produce reports, visual presentations, and other business documents.
- Identify and solve business problems, assess results, and determine alternative courses of action.

**Degree**

The 18 units in the major plus all MSJC General Education Option A requirements for a total of 60 units is required to earn an Associate of Science degree in Office Administration.

**A.S. in Office Administration (18 units)**

**Required Courses (12 units)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BADM/ENGL-104</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>BADM/ENGL-104H</td>
<td></td>
</tr>
<tr>
<td>CAPP-127</td>
<td>Honors Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>CAPP-122</td>
<td>Using Microsoft Excel</td>
<td>3</td>
</tr>
<tr>
<td>OTEC-178</td>
<td>Office Procedures and Systems</td>
<td>3</td>
</tr>
<tr>
<td>OTEC-180</td>
<td>Research Analysis and Presentation</td>
<td>3</td>
</tr>
</tbody>
</table>

**Elective Courses (6 units)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT-076</td>
<td>Bookkeeping Part 1 - Accounting Theory</td>
<td>3</td>
</tr>
<tr>
<td>ACCT-077</td>
<td>Bookkeeping Part 2 - QuickBooks Pro</td>
<td>3</td>
</tr>
<tr>
<td>CAPP-120</td>
<td>Using Microsoft Office – Level 1</td>
<td>3</td>
</tr>
<tr>
<td>CAPP-122</td>
<td>Using Microsoft Excel</td>
<td>3</td>
</tr>
<tr>
<td>CAPP-123</td>
<td>Using Microsoft Access – Level 1</td>
<td>3</td>
</tr>
<tr>
<td>CAPP-124</td>
<td>Using Microsoft PowerPoint</td>
<td>3</td>
</tr>
<tr>
<td>CAPP-131</td>
<td>Using Microsoft Outlook</td>
<td>1</td>
</tr>
<tr>
<td>CAPP-140</td>
<td>Using Microsoft Office – Level 2</td>
<td>3</td>
</tr>
<tr>
<td>CSIS-103</td>
<td>Introduction to the Internet</td>
<td>3</td>
</tr>
<tr>
<td>MGT-103</td>
<td>Introduction to Management</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>MGT-103H</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Honors Introduction to Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**Transfer Preparation**

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access www.assist.org, review the MSJC catalog and meet with a counselor to expedite their transfer plan.

110

*Note: Every effort has been made to keep program information current.*

*Please use this information as a guide and consult with the chair of the department/program or an MSJC counselor.*
## Certificates

### Certificate in Business, Clerical (25 units)

**Required Courses (16 units)**
- BADM-085 Business Math 3 units
- BADM-104/ENGL-104 Business Communications 3 units

or
- BADM-104H/ENGL-104H Honors Business Communications 3 units
- CAPP-127 Using Microsoft Word 3 units
- OTEC-131 Filing Techniques 1 unit
- OTEC-144 Keyboarding and Document Formatting 3 units
- OTEC-178 Office Procedures and Systems 3 units

**Elective Courses (9 units)**
- ACCT-076 Bookkeeping Part 1 - Accounting Theory 3 units
- ACCT-077 Bookkeeping Part 2 - QuickBooks Pro 3 units
- CAPP-120 Using Microsoft Office – Level 1 3 units
- CAPP-122 Using Microsoft Excel 3 units
- CAPP-123 Using Microsoft Access – Level 1 3 units
- CAPP-124 Using Microsoft PowerPoint 3 units
- OTEC-095/ENGL-095 Business English 3 units
- OTEC-146 Keyboarding Speed and Accuracy 2 units
- OTEC-150 Records and Information Management 2 units
- OTEC-160 Creating and Managing the Virtual Office 3 units
- OTEC-163 Operating and Marketing the Virtual Office 3 units
- OTEC-180 Research Analysis and Presentation 3 units

### Certificate in Business, Office Administration Technician (24 units)

**Required Courses (24 units)**
- BADM-085 Business Math 3 units
- BADM-103 Introduction to Business 3 units

or
- BADM-103H Honors Introduction to Business 3 units
- BADM-104/ENGL-104 Business Communications 3 units

or
- BADM-104H/ENGL-104H Honors Business Communications 3 units
- CAPP-122 Using Microsoft Excel 3 units
- CAPP-127 Using Microsoft Word 3 units
- CSIS-101 Introduction to Computers and Data Processing 3 units
- OTEC-178 Office Procedures and Systems 3 units
- OTEC-180 Research Analysis and Presentation 3 units

### Certificate in Microsoft Applications Specialist (18 units)

**Required Courses (18 units)**
- CAPP-122 Using Microsoft Excel 3 units
- CAPP-123 Using Microsoft Access – Level 1 3 units
- CAPP-124 Using Microsoft PowerPoint 3 units
- CAPP-127 Using Microsoft Word 3 units
- CAPP-131 Using Microsoft Outlook 1 unit
- OTEC-144 Keyboarding and Document Formatting 3 units
- OTEC-146 Keyboarding Speed and Accuracy 2 units

### Employment Concentrations

Certificate classes must be completed within a two-year period to be valid. Certificate is valid for two years after issuance. Students must complete an employment concentration certificate application form (available both in the Business Department and Counseling office) after completion of all classes in order to receive certificate.

#### Office Communications Concentration (12 units)

- BADM-104/ENGL-104 Business Communications 3 units

or

- BADM-104H/ENGL-104H Honors Business Communications 3 units

- CAPP-127 Using Microsoft Word 3 units
- OTEC-095/ENGL-095 Business English 3 units
- OTEC-180 Research Analysis and Presentation 3 units

#### Records Management Concentration (10 units)

- BADM-104/ENGL-104 Business Communications 3 units

or

- BADM-104H/ENGL-104H Honors Business Communications 3 units
- CAPP-123 Using Microsoft Access – Level 1 3 units
- OTEC-150 Records and Information Management 2 units
- OTEC-153 Electronic Records Management 2 units

#### Virtual Office Professional Concentration (14 units)

- BADM-098A Developing Effective Time Management Techniques .5 units
- BADM-098B Reducing Stress and Improving Performance .5 units
- BADM-098F Developing Customer Relations and Rapport .5 units
- BADM-098G Business Ethics .5 units
- BADM-104/ENGL-104 Business Communications 3 units

or

- BADM-104H/ENGL-104H Honors Business Communications 3 units
- CAPP-120 Using Microsoft Office – Level 1 3 units
- OTEC-160 Creating and Managing the Virtual Office 3 units
- OTEC-163 Operating and Marketing the Virtual Office 3 units