Office Administration

Degree(s)

Transfer:
None

Non-Transfer:
A.S. in Office Administration 8755 AS.BUS.OADM or 8755 AS.BUS.OATP
(with General Education Requirements Option A)

Certificate(s)
Certificate in Business, Clerical 4530 CT.BUS.CLER or 16038 CT.BUS.CLERTP
Certificate in Business, Office Administration Technician 22125 CT.BUS.OADM or 22125 CT.BUS.OATP
Certificate in Microsoft Applications Specialist 10769 CT.BUS.MAS or 8678 CT.BUS.MASTP

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.
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

Office Administration

General Office Clerk

Microsoft Applications Specialist

General Office Clerk

Employment Concentration

Office Communications

Bank Teller, Bookkeeper, Accounting Business Management, Data Processing and Entry, General Office Clerk, Hotel Desk Clerk, Insurance Clerk, Mail Clerk, Municipal Clerk

Records Management

Records Clerk

Virtual Office Professional

Entrepreneurship (to start a virtual office business)

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 assistir.org, review the MSJC catalog and meet with a counselor to expedite their transfer plan.

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 in Science degree in Office Administration.

A.S. in Office Administration (18 units)

Required Courses (12 units)

BADM/ENGL-104 Business Communications 3 units

or

BADM/ENGL-104H Honors Business Communications 3 units

CAPP-127 Using Microsoft Word 3 units

OTEC-178 Office Procedures and Systems 3 units

OTEC-180 Research Analysis and Presentation 3 units

Elective Courses (6 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

CAPP-131 Using Microsoft Outlook 1 unit

CAPP-140 Using Microsoft Office – Level 2 3 units

CSIS-103 Introduction to the Internet 3 units

MGT-103 Introduction to Management 3 units

or

MGT-103H Honors Introduction to Management 3 units

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

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.
Instructional Programs

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.

Certificate in Microsoft Applications Specialist (18 units)

Required Courses (18 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<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-127</td>
<td>Using Microsoft Word</td>
<td>3</td>
</tr>
<tr>
<td>CAPP-131</td>
<td>Using Microsoft Outlook</td>
<td>1</td>
</tr>
<tr>
<td>OTEC-144</td>
<td>Keyboarding and Document Formatting</td>
<td>3</td>
</tr>
<tr>
<td>OTEC-146</td>
<td>Keyboarding Speed and Accuracy</td>
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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)

<table>
<thead>
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<tbody>
<tr>
<td>BADM-104</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>CAPP-122</td>
<td>Honors Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>CAPP-127</td>
<td>Using Microsoft Word</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>
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Records Management Concentration (10 units)

<table>
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<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BADM-104</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>CAPP-123</td>
<td>Using Microsoft Access – Level 1</td>
<td>3</td>
</tr>
<tr>
<td>OTEC-150</td>
<td>Records and Information Management</td>
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</tr>
<tr>
<td>OTEC-153</td>
<td>Electronic Records Management</td>
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Virtual Office Professional Concentration (14 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>BADM-098A</td>
<td>Developing Effective Time Management Techniques</td>
<td>5</td>
</tr>
<tr>
<td>BADM-098B</td>
<td>Reducing Stress and Improving Performance</td>
<td>5</td>
</tr>
<tr>
<td>BADM-098F</td>
<td>Developing Customer Relations and Rapport</td>
<td>5</td>
</tr>
<tr>
<td>BADM-104</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>CAPP-120</td>
<td>Using Microsoft Office – Level 1</td>
<td>3</td>
</tr>
<tr>
<td>OTEC-160</td>
<td>Creating and Managing the Virtual Office</td>
<td>3</td>
</tr>
<tr>
<td>OTEC-163</td>
<td>Operating and Marketing the Virtual Office</td>
<td>3</td>
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