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 4592 CT BUS CLER or 16498 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)
None

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.

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(s)
Office Administration
Administrative Assistant, Executive Secretary
Certificate in Business, Clerical (25 units)

Required Courses (16 units)
- BADM-085 Business Math 3 units
- BADM-104 Business Communications 3 units
- or
- BADM-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-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 Business Communications 3 units
- or
- BADM-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
- OTEC-144 Keyboarding and Document Formatting 3 units
- OTEC-146 Keyboarding Speed and Accuracy 2 units

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-104 Business Communications 3 units
- or
- BADM-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

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.

Certificate in Microsoft Applications Specialist

General Office Clerk

Certificate in 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

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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.