BUSINESS/OFFICE ADMINISTRATION

San Jacinto Campus
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1-800-624-5561
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lbarraza@msjc.edu

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(951) 672-MSJC (6752)
1-800-452-3335
Caren Hennessy (951) 639-5526
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gsanchez@msjc.edu

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

Employment Concentration Certificate(s)
Microsoft Application Concentration 9999 ECC.BUS.MA

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 employment concentration 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
Office Administration
Administrative Assistant, Executive Secretary

Certificates
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

Employment Concentration
Microsoft Application Concentration

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.

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.

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.
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.

Non-Transfer Degree

A.S. in Office Administration (18 units)

Required Courses (12 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BADM-104</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>BADM-104H Honors Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>CAPP-122</td>
<td>Using Microsoft Excel</td>
<td>3</td>
</tr>
<tr>
<td>CAPP-127</td>
<td>Using Microsoft Word</td>
<td>3</td>
</tr>
<tr>
<td>OTEC-098</td>
<td>Office Procedures and Systems</td>
<td>3</td>
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Elective Courses (6 units)

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>ACCT-076</td>
<td>Bookkeeping</td>
<td>3</td>
</tr>
<tr>
<td>ACCT-077</td>
<td>QuickBooks Accounting</td>
<td>3</td>
</tr>
<tr>
<td>CAPP-094</td>
<td>Using Microsoft PowerPoint</td>
<td>3</td>
</tr>
<tr>
<td>CAPP-123</td>
<td>Using Microsoft Access – Level 1</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>
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Certificate in Business, Office Administration Technician (24-25 units)

Required Courses (24-25 units)

<table>
<thead>
<tr>
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<td>BADM-085</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>MATH-090 Elementary Algebra (or higher)</td>
<td>4</td>
</tr>
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<td>BADM-103</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>BADM-103H Honors Introduction to Business</td>
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<td>Introduction to Computers and Data Processing</td>
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<td>ACCT-077</td>
<td>QuickBooks Accounting</td>
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<td>Using Microsoft Access – Level 1</td>
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Certificates

Certificate in Business, Clerical (24-25 units)

Required Courses (18-19 units)

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Employment Concentration

Microsoft Applications Concentration (15 units)

Required Courses (15 units)

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<td>CAPP-127</td>
<td>Using Microsoft Word</td>
<td>3</td>
</tr>
<tr>
<td>CAPP-098</td>
<td>Using Microsoft Project</td>
<td>3</td>
</tr>
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Mt. San Jacinto College
Undergraduate certificate in Business Clerical
Program Length: 72 weeks

Students graduating on time
20% of Title IV students complete the program within 72 weeks

Program Costs*
$1,104 for in-state tuition and fees
$6,600 for out-of-state tuition and fees
$3,584 for books and supplies
$24,984 for off-campus room and board

Other Costs
Visit website for more program cost information

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money
N/A* of students who attend this program borrow money to pay for it

The typical graduate leaves with
N/A* in debt

The typical monthly loan payment
N/A* per month in student loans with N/A* interest rate.

The typical graduate earns
not provided per year after leaving this program

Graduates who got jobs

N/A* program graduates got jobs
*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:
Executive Secretaries and Executive Administrative Assistants
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

Licensure Requirements
*Program has no licensure requirements in any state.

Additional Information
Date Created 3/20/2017
These disclosures are required by the U.S. Department of Education
Mt. San Jacinto College
Undergraduate certificate in Office Administration
Program Length: 36 weeks

Students graduating on time
15% of Title IV students complete the program within 36 weeks

Program Costs*
$1,104 for in-state tuition and fees
$6,600 for out-of-state tuition and fees
$1,791 for books and supplies
$12,492 for off-campus room and board
Other Costs
Visit website for more program cost information
*The amounts shown above include costs for the entire program, assuming normal time to completion.
Note that this information is subject to change.

Students Borrowing Money
N/A* of students who attend this program borrow money to pay for it
*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.
The typical graduate leaves with
N/A* in debt
The typical monthly loan payment
N/A* per month in student loans with N/A* interest rate.
The typical graduate earns
not provided per year after leaving this program

Graduates who got jobs
N/A* of program graduates got jobs
*We are not currently required to calculate a job placement rate for program completers.
Program graduates are employed in the following fields:
Executive Secretaries and Executive Administrative Assistants
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