***Business Office Administration:*** *Associate in Science – Non - Transfer*

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.

***Please see a Pathways Counselor:*** A local degree requires a minimum of 60 degree-applicable units with a minimum 2.0 GPA overall. [Contact a Counselor](https://www.msjc.edu/hub/) to create an education plan customized to meet your needs.

Transfer Majors/Award Focus

* Office Administration, A.S.
* Business, Clerical Certificate
* Business Office Administration Technician Certificate

GE Pattern/Units

* GE Pattern: Option A
* Total Units: 61

**Program maps** indicate the major coursework and recommended general education courses to fulfill your degree in 2 years (approximately 15 units/ semester or 30 units/year). Some of the courses listed may be substituted by another course. Please view these options in the official course [catalog](https://catalog.msjc.edu/instructional-programs/).

***Semester 1 16 Units***

|  |  |  |  |
| --- | --- | --- | --- |
| a | COURSE | TITLE | UNIT |
| c | OTEC-505 | Office Procedures and Systems  | 3 |
| c | ENGL-101 | College Composition  | 4 |
| c | ART-104 | World Art | 3 |
| c | CSCR-100 | College Success and Career Readiness  | 3 |
| c | COMM-100 | Public Speaking | 3 |

***Semester 2 15 Units***

|  |  |  |  |
| --- | --- | --- | --- |
| a | COURSE | TITLE | UNIT |
| c | BADM-104 | Business Communications | 3 |
| c | CAPP-735 | Using Microsoft Word  | 3 |
| c | PS-101 | Introduction to American Government and Politics | 3 |
| c | PSYC-101 | Introduction to Psychology | 3 |
| c | MATH-140 | Introduction to Statistics 1 | 3 |

Career Options

Office Clerks (SM, A)

Administrative Assistants (A, B)

First-Line Supervisors (SM, B)

Find more careers: [msjc.emsicc.com](http://msjc.emsicc.com)

Required Education: SM: some college; C: Certificate; A: Associate, B: Bachelor’s, M: Master’s; D: Doctorate

***Notes:***

## 1 AREA G (Math Competency) can be demonstrated by a high school math course at or above the level of Algebra 2 with a grade of C or better.

Financial Aid

Financial aid is determined by the number of credit hours you take in a semester. Maximize your financial aid by taking 12-15 units per semester.

***Semester 3*** ***15 Units***

|  |  |  |  |
| --- | --- | --- | --- |
| a | COURSE | TITLE | UNIT |
| c | CAPP-122 | Using Microsoft Excel | 3 |
| c | ACCT-776 | Bookkeeping (formerly ACCT-076) | 3 |
| c | ENVS-100 | Humans and Scientific Inquiry | 3 |
| c | BADM-103 | Introduction to Business | 3 |
| c | CAPP-535 | Using Microsoft PowerPoint  | 3 |

***Semester 4 15 Units***

|  |  |  |  |
| --- | --- | --- | --- |
| a | COURSE | TITLE | UNIT |
| c | ACCT-777 | QuickBooks Accounting  | 3 |
| c | MGT-760 | Elements of Supervision  | 3 |
| c | CAPP-123 | Using Microsoft Access - Level 1 | 3 |
| c | PHIL-105 | Intro to Ethics | 3 |
| c | MGT-500 | Introduction to Management  | 3 |

Work Experience

Sign up for a special project or internship opportunity. Gain [work experience](https://msjc.edu/careereducation/cwee/index.html) and earn credits.