***Business: Office Administration Technician Certificate***

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:*** Create an education plan customized to meet your needs. [Contact a Counselor](https://www.msjc.edu/hub/)

Transfer Majors/Award Focus

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

GE Pattern/Units

* GE Pattern: n/a
* Total Units: 24

**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). If you are a part-time student, start Semester 1 courses and follow the course sequence. 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 12 Units***

|  |  |  |  |
| --- | --- | --- | --- |
| a | COURSE | TITLE | UNIT |
| c | MATH-140 | Introduction to Statistics | 3 |
| c | OTEC-505 | Office Procedures and Systems  | 3 |
| c | CAPP-122 | Using Microsoft Excel | 3 |
| c | CAPP-735 | Using Microsoft Word  | 3 |

***Semester 2 12 Units***

|  |  |  |  |
| --- | --- | --- | --- |
| a | COURSE | TITLE | UNIT |
| c | BADM-104 | Business Communications | 3 |
| c | BADM-103 | Introduction to Business | 3 |
| c | MGT-500 | Introduction to Management  | 3 |
| c | CSIS-101 | Introduction to Computers and Data Processing | 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

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