Business/Office Administration

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1-800-624-5561
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lbarraza@msjc.edu

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1-800-452-3335
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chennessy@msjc.edu
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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 99999 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
Administrative Assistant, Office Manager, Receptionist, Information Clerk

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>
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</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>
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<td>3</td>
</tr>
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<td>Using Microsoft Word</td>
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</tr>
<tr>
<td>OTEC-098</td>
<td>Office Procedures and Systems</td>
<td>3</td>
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</table>

**Elective Courses (6 units)**

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ACCT-076</td>
<td>Bookkeeping</td>
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<td>ACCT-077</td>
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</table>

**Certificate in Business, Clerical (24-25 units)**

**Required Courses (18-19 units)**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>BADM-085</td>
<td>Business Math</td>
<td>3</td>
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<td>MATH-090 Elementary Algebra (or higher)</td>
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<td>CSIS-103</td>
<td>Introduction to the Internet</td>
<td>3</td>
</tr>
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<td>MGT-103</td>
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**Certificate in Business, Office Administration Technician (24-25 units)**

**Required Courses (24-25 units)**

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<td>or</td>
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<td>Using Microsoft Word</td>
<td>3</td>
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<tr>
<td>CSIS-101</td>
<td>Introduction to Computers and Data Processing</td>
<td>3</td>
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<tr>
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**Certificate in Business, Clerical (24-25 units)**

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</tr>
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<td>CAPP-127</td>
<td>Using Microsoft Word</td>
<td>3</td>
</tr>
<tr>
<td>OTEC-090</td>
<td>Keyboarding and Document Formatting</td>
<td>3</td>
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<td>Using Microsoft Access – Level 1</td>
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**Employment Concentration**

**Microsoft Applications Concentration (15 units)**

**Required Courses (15 units)**

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

Students graduating on time
3% of Title IV students complete the program within 72 weeks.¹

Program Costs*
$1,150 for in-state tuition and fees
$8,525 for out-of-state tuition and fees
$3,942 for books and supplies
Other Costs:
Parking Permits cost $68 a year or $34 a semester
RTA Go Pass cost $12 a year or $6 a semester
SGA discount sticker (optional) - $14 a year or $7 a semester
Student representation fee (optional) - $2 a year or $1 a semester
Help a Student Fund (optional) - $4 a year or $2 a semester
Student Health Center Fee - $40 a year or $20 a semester
*For summer session fees, please see: https://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx
Visit website for more program cost information: /www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx
*The amounts shown above include costs for the entire program, assuming normal time to completion.
*The information is subject to change.

Students Borrowing Money
The typical graduate leaves with
N/A² in debt²
The typical monthly loan payment
N/A³ per month in student loans with an interest rate of N/A².

Graduates who got jobs
N/A³ 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: http://onetonline.org/link/summary/43-6011.00
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive: http://onetonline.org/link/summary/43-6014.00

Licensure Requirements³
The following do not have licensure requirements for this profession:
California

Additional Information:
No additional notes provided.

Date Created: 5/16/2019

Footnotes:
¹ The share of students who completed the program within 100% of normal time (72 weeks).
² The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
³ The median debt of borrowers who completed the program within normal time. This number has been withheld to preserve the confidentiality of the students.
⁴ The median monthly loan payment for students who completed this program if it were repaid over ten years at a N/A² interest rate.
⁵ The median earnings of program graduates who received Federal aid.
⁶ Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.
⁷ State Job Placement Rate:
Name of the state the placement rate is calculated for:
N/A
Follow the link below to find out who is included in the calculation of this rate:
N/A
What types of jobs were these students placed in?
N/A
Were the former students employed?
N/A
How were completers tracked?
N/A

Accreditor Job Placement Rate:
Name of the accrediting agency the placement rate is calculated for:
N/A
Follow the link below to find out who is included in the calculation of this rate:
N/A
What types of jobs were these students placed in?
N/A
Were the former students employed?
N/A
How were completers tracked?
N/A
**Mt. San Jacinto College**

**Undergraduate certificate in Office Administration**

**Program Length:** 72 weeks

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**Students graduating on time**

| Percentage毕业生按期完成课程 | 0% |

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**Program Costs**

- $1,150 for in-state tuition and fees
- $8,525 for out-of-state tuition and fees
- $3,042 for books and supplies

**Other Costs:**

- Parking Permits cost $68 a year or $34 a semester
- SGA discount sticker (optional) - $14 a year or $7 a semester
- Student representation fee (optional) - $2 a year or $1 a semester
- Help a Student Fund (optional) - $4 a year or $2 a semester
- Student Health Center Fee - $40 a year or $20 a semester

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**Visit website for more program cost information:** [www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx](http://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx)

Note: The amounts shown above include costs for the entire program, assuming normal time to completion.

**Note that this information is subject to change.**

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**Students Borrowing Money**

**The typical graduate leaves with**

| Student Loan Debt | N/A |

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.*

**The typical monthly loan payment**

| Monthly Loan Payment | N/A |

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.*

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**Grades who get jobs**

| Program graduates who got jobs | N/A |

*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: [http://onetonline.org/link/summary/43-6011.00](http://onetonline.org/link/summary/43-6011.00)
- Secretaries and Administrative Assistants, Except Legal, Medical, and Executive: [http://onetonline.org/link/summary/43-6014.00](http://onetonline.org/link/summary/43-6014.00)

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**Licensure Requirements**

**The following do not have licensure requirements for this profession:**

- California

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**Additional Information:**

- No additional notes provided.

**Date Created:** 5/16/2019

These disclosures are required by the U.S. Department of Education

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**Footnotes:**

1. The share of students who completed the program within 150% of normal time (72 weeks).
2. The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
3. The median debt of borrowers who completed this program. This debt includes Federal, private, and institutional loans.
4. The median monthly loan payment for students who completed this program if they were repaid over ten years at a N/A* interest rate.
5. The median earnings of program graduates who received Federal aid.
6. Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

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**State Job Placement Rate:**

- Name of the state the placement rate is calculated for: N/A
- Follow the link below to find out who is included in the calculation of this rate: N/A
- What types of jobs were these students placed in? N/A
- Where were the former students employed? N/A
- How were completers tracked? N/A

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**Accreditor Job Placement Rate:**

- Name of the accrediting agency this placement rate is calculated for: N/A
- Follow the link below to find out who is included in the calculation of this rate: N/A
- What types of jobs were these students placed in? N/A
- Where were the former students employed? N/A
- How were completers tracked? N/A