

# BUSINESS/OFFICE ADMINISTRATION

## Program Description

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.

Business/Office Administration Department Page (<https://www.msjc.edu/officeadministration/>)

## Transfer Preparation

MSJC offers a wide range of course work that prepares students for the workforce or for transfer to four-year colleges and universities. All four-year institutions prescribe their own standards for course evaluation and admissions. Courses that fulfill major requirements for an associate degree in a program at MSJC might not be the same as those required for transfer into a similar major at a four-year university. Please meet with a Counselor to confirm transfer requirements.

Transfer students are advised to do research on prospective majors and careers. The MSJC Transfer Center and MSJC catalog can be helpful tools. Students interested in transferring to CSU's or UC's can access major preparation by visiting ASSIST (<http://www.assist.org>). All students are advised to meet with a counselor at least once a semester to create or update their comprehensive education plan.

## Contact Information

### San Jacinto Campus

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### Menifee Valley Campus

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## Degrees/Certificates

### Degrees

#### Non-Transfer Degrees

- Office Administration, A.S. (<https://catalog.msjc.edu/instructional-programs/business-office-administration/office-administration-as/>)

#### Certificates

- Business, Clerical Certificate (<https://catalog.msjc.edu/instructional-programs/business-office-administration/business-clerical-certificate/>)

Also see Management (<https://catalog.msjc.edu/instructional-programs/management-supervision/>)

## Program 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.

## Careers and Salaries

Discover in-demand careers and education options based on your interests! See the list of careers below or explore further by searching for **Careers or Programs** (<https://msjc.emsicc.com>).

Note: There are no guaranteed positions for students completing these programs. Education and work experience required will vary by employer. The salary and benefits for specific occupations will be dependent on work experience, education, background, and employer. Labor market statistics are from the Bureau of Labor Statistics, US Census Bureau, O-NET, EMSI.

Career/Industries	CA Annual Median Salary or Range	Employment Demand or Opening CA
Bookkeeping, Accounting, and Auditing Clerks (SM, A, B)	\$50,344	25,395
Customer Service Representatives (SM, A, B)	\$44,018	32,607
Executive Secretaries and Executive Administrative Assistants (SM, C, A)	\$77,517	6,830

(*degree required: SM some college, C: Certificate, A: Associate degree, B: Bachelor's degree, M: Master's degree, D: Doctorate*)