

OFFICE ADMINISTRATION, A.S.

The Associate in Science degree in Office Administration is a non-transfer degree designed to introduce students to the study of a wide range of subjects related to positions and careers in the evolving and modern office-like environment. This program provides a broad and flexible professional set skill. The program entails the study of theories, procedures and practices, and the acquisition of skills to function productively and effectively in the wide-ranging administrative assistant, executive secretary and office technician positions available in the job market. The program offers students the opportunity to acquire skills in office communications, office computer applications, records management, and virtual technology used in the business community. This program provides students the learning opportunities relevant to everyday business. For individuals currently working in the field, this program provides the opportunity to update an existing skill set.

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Program Map Design Your Future!

Begin by exploring MSJC program maps to find a career or transfer (<https://msjc.emsicc.com/?radius=®ion=All%20Regions>) opportunities. Program maps show the recommended sequence of courses that lead to graduation or transfer. The maps were developed by program experts to give you the skills and knowledge you need to succeed.

- **Starting in Spring?** Choose Fall Semester 1 courses.
- **Are you a part-time student?** Start Fall Semester 1 courses and follow the course sequence.

MSJC General Education Option A

Fall Semester 1		Units
OTEC-505	Office Procedures and Systems (formerly OTEC-098)	3
ENGL-101	College Composition (formerly Freshman Composition)	4
ART-104	World Art	3
CSCR-100	College Success and Career Readiness (formerly GUID-100 College Success)	3
COMM-100	Public Speaking	3
Units		16
Spring Semester 1		
BADM-104	Business Communications	3
CAPP-735	Using Microsoft Word (formerly CAPP-127)	3
PS-101	Introduction to American Government and Politics	3
PSYC-101	Introduction to Psychology	3
MATH-140	Introduction to Statistics	3
Units		15
Fall Semester 2		
CAPP-122	Using Microsoft Excel	3
ACCT-776	Bookkeeping (formerly ACCT-076)	3

ENVS-100	Humans and Scientific Inquiry	3
BADM-103	Introduction to Business	3
CAPP-535	Using Microsoft PowerPoint (formerly CAPP-094)	3
Units		15
Spring Semester 2		
ACCT-777	QuickBooks Accounting (formerly ACCT-077)	3
MGT-760	Elements of Supervision (formerly MGT-098)	3
CAPP-123	Using Microsoft Access - Level 1	3
PHIL-105	Introduction to Ethics	3
MGT-500	Introduction to Management (formerly MGT-103)	3
Units		15
Total Units		61

NOTE: Transfer Level Math courses are recommended. However, MATH-096 Intermediate Algebra (5 units) will satisfy the Math requirement.

Requirements

An Associate Degree in this program requires students to follow MSJC's General Education, Option A and complete all general education areas, all major requirements, and complete an overall total of 60 degree applicable units with a minimum 2.0 GPA.

Course	Title	Credits
MSJC General Education Option A (https://catalog.msjc.edu/degrees-certificates-curricula/general-education-option-a/)		24
Required Office Administration Courses		12
Office Administration Electives		6
Electives (as needed to reach 60 units)		

Course	Title	Credits
Required Courses		
BADM-104 or BADM-104H	Business Communications Honors Business Communications	3
CAPP-122	Using Microsoft Excel	3
CAPP-735	Using Microsoft Word (formerly CAPP-127)	3
OTEC-505	Office Procedures and Systems (formerly OTEC-098)	3
Elective Courses		
Select two of the following:		6
ACCT-776	Bookkeeping (formerly ACCT-076)	
ACCT-777	QuickBooks Accounting (formerly ACCT-077)	
CAPP-123	Using Microsoft Access - Level 1	
CAPP-535	Using Microsoft PowerPoint (formerly CAPP-094)	
CSIS-103	Introduction to the Internet	
MGT-500	Introduction to Management (formerly MGT-103)	
Total Units		18

Career Exploration

Discover information about careers that interest you!

1. Take a Career Quiz (<https://msjc.emsicc.com/assessment/>) to learn about yourself and receive career suggestions based on your interests.
2. Search available in-demand jobs (<https://msjc.emsicc.com/browse-careers/>) in your career areas of interest and find up-to-date salaries and education requirements.
3. Find the MSJC Program (<https://msjc.emsicc.com/browse-programs/>) that connects your interests to a career.

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.