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.

AS.BUS.OADM

Program Map
Design Your Future!

Begin by exploring MSJC program maps to find career or transfer (https://msjc.emsicc.com/?radius=&region=All%20Regions) opportunities. Program maps show the recommended course sequence that leads 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	3
BADM-103	Introduction to Business	3
CSCR-100	College Success and Career Readiness	3
COMM-100	Public Speaking	3
	Units	15
Spring Semester 1		
BADM-104	Business Communications	3
BADM-545	Business Computer Applications	3
PS-101	Introduction to American Government and Politics	3
PSYC-101	Introduction to Psychology	3
MATH-140	Introduction to Statistics [1]	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-201	Legal Environment of Business	3

Select one of the following:		3
PS/ETHS-103	Ethnic Politics in America	
ETHS-112	Introduction to Chicana/o/x Studies	
ETHS/SJS-113	Introduction to Black Studies	
HIST/ETHS-160	Black History in the American Context	
LIT/ETHS-240	American Indian Literature (formerly ENGL-240)	
LIT/ETHS-275	Latinx/Chicanx Literature	
LIT/ETHS-280	Multiethnic Literature (formerly ENGL-280)	
ANTH/HIST-121	Indigenous Peoples of California	
	Units	15
Spring Semester 2		
ACCT-777	QuickBooks Accounting	3
MGT-760	Elements of Supervision	3
PHIL-105	Introduction to Ethics	3
MGT-500	Introduction to Management (formerly MGT-103)	3
CAPP-523	Using Microsoft Access - Level 1 (formerly CAPP-123)	3
	Units	15
	Total Units	60

[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.**

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Requirements

An Associate Degree in this program requires students to complete MSJC's local General Education, Option A, by fulfilling all general education areas. In addition, students must complete 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	Business Communications	3
or BADM-104H	Honors Business Communications	
BADM-545	Business Computer Applications	3
CAPP-122	Using Microsoft Excel	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	

BADM-103	Introduction to Business
CAPP-523	Using Microsoft Access - Level 1 (formerly CAPP-123)
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.