

Business Office Administration: Associate in Science – Non - Transfer

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](#)

Transfer Majors/Award Focus

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

GE Pattern/Units

- GE Pattern: Option A
- Total Units: 61

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). Some of the courses listed may be substituted by another course. Please view these options in the official course [catalog](#).



Semester 1

16 Units

✓	COURSE	TITLE	UNIT
<input type="checkbox"/>	OTEC-505	Office Procedures and Systems	3
<input type="checkbox"/>	ENGL-101	College Composition	4
<input type="checkbox"/>	ART-104	World Art	3
<input type="checkbox"/>	CSCR-100	College Success and Career Readiness	3
<input type="checkbox"/>	COMM-100	Public Speaking	3

Semester 2

15 Units

✓	COURSE	TITLE	UNIT
<input type="checkbox"/>	BADM-104	Business Communications	3
<input type="checkbox"/>	CAPP-735	Using Microsoft Word	3
<input type="checkbox"/>	PS-101	Introduction to American Government and Politics	3
<input type="checkbox"/>	PSYC-101	Introduction to Psychology	3
<input type="checkbox"/>	MATH-140	Introduction to Statistics	3

Career Options

Office Clerks (SM, A)
 Administrative Assistants (A, B)
 First-Line Supervisors (SM, B)
 Find more careers: 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.

Semester 3**15 Units**

✓	COURSE	TITLE	UNIT
<input type="checkbox"/>	CAPP-122	Using Microsoft Excel	3
<input type="checkbox"/>	ACCT-776	Bookkeeping (formerly ACCT-076)	3
<input type="checkbox"/>	ENVS-100	Humans and Scientific Inquiry	3
<input type="checkbox"/>	BADM-103	Introduction to Business	3
<input type="checkbox"/>	CAPP-535	Using Microsoft PowerPoint	3

Semester 4**15 Units**

✓	COURSE	TITLE	UNIT
<input type="checkbox"/>	ACCT-777	QuickBooks Accounting	3
<input type="checkbox"/>	MGT-760	Elements of Supervision	3
<input type="checkbox"/>	CAPP-123	Using Microsoft Access - Level 1	3
<input type="checkbox"/>	CSIS-101	Introduction to Computers and Data Processing	3
<input type="checkbox"/>	MGT-500	Introduction to Management	3

Work Experience

Sign up for a special project or internship opportunity. Gain [work experience](#) and earn credits.