# PROGRAM MAP: CATALOG YEAR: 2021-22



## 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 <u>catalog</u>.

Semester 1 16 Units

<b>~</b>	COURSE	TITLE	UNIT
	OTEC-505	Office Procedures and Systems	3
	ENGL-101	College Composition	4
	ART-104	World Art	3
	CSCR-100	College Success and Career Readiness	3
	COMM-100	Public Speaking	3

Semester 2 15 Units

<b>V</b>	COURSE	TITLE	UNIT
	BADM-104	Business Communications	3
	CAPP-735	Using Microsoft Word	3
	PS-101	Introduction to American Government and Politics	3
	PSYC-101	Introduction to Psychology	3
	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

<b>~</b>	COURSE	TITLE	UNIT
	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	3

Semester 4 15 Units

<b>~</b>	COURSE	TITLE	UNIT
	ACCT-777	QuickBooks Accounting	3
	MGT-760	Elements of Supervision	3
	CAPP-123	Using Microsoft Access - Level 1	3
	PHIL-105	Intro to Ethics	3
	MGT-500	Introduction to Management	3

### Work Experience

Sign up for a special project or internship opportunity. Gain work experience and earn credits.