

## *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:** A local degree requires a minimum of 60 degree-applicable units with a minimum 2.0 GPA overall. [Contact a Counselor](#) to create an education plan customized to meet your needs.

### **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 <sup>1</sup>	3

### **Career Options**

Office Clerks (SM, A)  
 Administrative Assistants (A, B)  
 First-Line Supervisors (SM, B)  
 Find more careers: [msjc.emsic.com](https://msjc.emsic.com)

Required Education: SM: some college; C: Certificate; A: Associate,  
 B: Bachelor's, M: Master's; D: Doctorate

### **Notes:**


<sup>1</sup> 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.

### **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>COURSE</b>	<b>TITLE</b>	<b>UNIT</b>
<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**

	<b>COURSE</b>	<b>TITLE</b>	<b>UNIT</b>
<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"/>	PHIL-105	Intro to Ethics	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.