



BUSINESS/OFFICE ADMINISTRATION

San Jacinto Campus

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Degree(s)

Transfer:

None

Non-Transfer:

A.S. in Office Administration ^{8675 AS.BUS.OADM or 8676 AS.BUS.OATP}

(with General Education Requirements Option A)

Certificate(s)

Certificate in Business, Clerical ^{4392 CT.BUS.CLER or 16038 CT.BUS.CLER.TP}

Certificate in Business, Office Administration Technician

^{22125 CT.BUS.OADM or 22126 CT.BUS.OATP}

Employment Concentration Certificate(s)

Microsoft Application Concentration ^{99999 ECC.BUS.MA}

PROGRAM DESCRIPTION

The Business Department offers a non-transfer Associate degree in Office Administration designed to introduce the student to the study of a wide range of subjects related to positions and careers in the modern office. The program includes the training necessary to successfully perform in the many and varied Office Technician and Administrative Assistant type positions available in the job market.

The non-transfer Certificate in Business, Clerical focuses more on the clerical aspect of the office. The non-transfer Certificate in Business, Office Administration Technician focuses more on the technical aspect of the office. The employment concentration in Microsoft Applications Specialist focuses on the application of several Microsoft products used in today's business environment.

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.

For individuals currently working within these listed fields, there may be potential for salary and/or career advancement.

CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: www.onetonline.org)

Non-Transfer A.S. Degree

Office Administration

Administrative Assistant, Executive Secretary

Certificates

Business, Clerical

Data Entry Operator, File Clerk, General Office Clerk, Hotel Desk Clerk, Insurance Clerk, Municipal Clerk, Office Manager, Record Clerk, Receptionist, Information Clerk

Office Administration

General Office Clerk

Employment Concentration

Microsoft Application Concentration

Administrative Assistant, Office Manager, Receptionist, Information Clerk

TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four-year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access www.assist.org, review the MSJC catalog and meet with a counselor to expedite their transfer plan.

LEARNING OUTCOMES

- Communicate effectively through appropriate modes of communication (listening, speaking, reading, writing) as they pertain to the business environment with emphasis on the use of computer technology.
- Analyze data to determine relevant information needed to produce reports, visual presentations, and other business documents.
- Identify and solve business problems, assess results, and determine alternative courses of action.

DEGREE

The 18 units in the major plus all MSJC General Education Option A requirements (for a total of 60 units) is required to earn an Associate in Science degree in Office Administration.

Non-Transfer Degree

A.S. in Office Administration (18 units)

Required Courses (12 units)

BADM-104	Business Communications	3 units
or		
BADM-104H	Honors Business Communications	3 units
CAPP-122	Using Microsoft Excel	3 units
CAPP-127	Using Microsoft Word	3 units
O TEC-098	Office Procedures and Systems	3 units

Elective Courses (6 units)

ACCT-076	Bookkeeping	3 units
ACCT-077	QuickBooks Accounting	3 units
CAPP-094	Using Microsoft PowerPoint	3 units
CAPP-123	Using Microsoft Access – Level 1	3 units
CSIS-103	Introduction to the Internet	3 units
MGT-103	Introduction to Management	3 units

CERTIFICATES

Certificate in Business, Clerical (24-25 units)

Required Courses (18-19 units)

BADM-085	Business Math	3 units
or		
MATH-090	Elementary Algebra (or higher)	4 units
BADM-104	Business Communications	3 units
or		
BADM-104H	Honors Business Communications	3 units
CAPP-122	Using Microsoft Excel	3 units
CAPP-127	Using Microsoft Word	3 units
O TEC-090	Keyboarding and Document Formatting	3 units
O TEC-098	Office Procedures and Systems	3 units

Elective Courses (6 units)

ACCT-076	Bookkeeping Part 1 - Accounting Theory	3 units
ACCT-077	QuickBooks Accounting	3 units
CAPP-094	Using Microsoft PowerPoint	3 units
CAPP-123	Using Microsoft Access – Level 1	3 units

Certificate in Business, Office Administration Technician (24-25 units)

Required Courses (24-25 units)

BADM-085	Business Math	3 units
or		
MATH-090	Elementary Algebra (or higher)	4 units
BADM-103	Introduction to Business	3 units
or		
BADM-103H	Honors Introduction to Business	3 units
BADM-104	Business Communications	3 units
or		
BADM-104H	Honors Business Communications	3 units
CAPP-122	Using Microsoft Excel	3 units
CAPP-127	Using Microsoft Word	3 units
CSIS-101	Introduction to Computers and Data Processing	3 units
MGT-103	Introduction to Management	3 units
O TEC-098	Office Procedures and Systems	3 units

EMPLOYMENT CONCENTRATION

Microsoft Applications Concentration (15 units)

Required Courses (15 units)

CAPP-094	Using Microsoft PowerPoint	3 units
CAPP-122	Using Microsoft Excel	3 units
CAPP-123	Using Microsoft Access – Level 1	3 units
CAPP-127	Using Microsoft Word	3 units
CAPP-098	Using Microsoft Project	3 units

Mt. San Jacinto College
 Undergraduate certificate in Business Clerical
 Program Length: 72 weeks

Students graduating on time

3% of Title IV students complete the program within 72 weeks¹

Program Costs*

\$1,150 for in-state tuition and fees

\$8,525 for out-of-state tuition and fees

\$3,942 for books and supplies

Other Costs:

Parking Permits cost \$68 a year or \$34 a semester

RTA Go Pass cost \$12 a year or \$6 a semester

SGA discount sticker (optional) - \$14 a year or \$7 a semester

Student representation fee (optional) - \$2 a year or \$1 a semester

Help a Student Fund (optional) - \$4 a year or \$2 a semester

Student Health Center Fee - \$40 a year or \$20 a semester

*For summer session fees, please see: <https://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx>

Visit website for more program cost information: www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

The typical graduate leaves with

N/A* in debt³

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with an interest rate of N/A*⁴

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Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Executive Secretaries and Executive Administrative Assistants: <http://onetonline.org/link/summary/43-6011.00>

Secretaries and Administrative Assistants, Except Legal, Medical, and Executive: <http://onetonline.org/link/summary/43-6014.00>

Licensure Requirements⁶

The following do not have licensure requirements for this profession:

California

Additional Information:

No additional notes provided.

Date Created: 5/16/2019

These disclosures are required by the U.S. Department of Education

Footnotes:

¹ The share of students who completed the program within 100% of normal time (72 weeks).

² The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.

³ The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.

⁴ The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA* interest rate.

⁵ The median earnings of program graduates who received Federal aid.

⁶ Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

⁷ **State Job Placement Rate:**

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

N/A

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

⁸ **Accreditor Job Placement Rate:**

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

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