

## *Business: Office Administration Technician Certificate*

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: n/a
- Total Units: 24



**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). If you are a part-time student, start Semester 1 courses and follow the course sequence. Some of the courses listed may be substituted by another course. Please view these options in the official course [catalog](#).

### **Semester 1**

**12 Units**

✓	COURSE	TITLE	UNIT
<input type="checkbox"/>	MATH-140	Introduction to Statistics	3
<input type="checkbox"/>	OTEC-505	Office Procedures and Systems	3
<input type="checkbox"/>	CAPP-122	Using Microsoft Excel	3
<input type="checkbox"/>	CAPP-735	Using Microsoft Word	3

### **Semester 2**

**12 Units**

✓	COURSE	TITLE	UNIT
<input type="checkbox"/>	BADM-104	Business Communications	3
<input type="checkbox"/>	BADM-103	Introduction to Business	3
<input type="checkbox"/>	MGT-500	Introduction to Management	3
<input type="checkbox"/>	CSIS-101	Introduction to Computers and Data Processing	3

### *Career Options*

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