



Business & Hospitality

Business Administration Office Administration



2
Years

TO DEGREE

21
Units

TO CERTIFICATE

\$29.05

AVERAGE HOURLY WAGE

Office Supervisors

+17%

WAGE PREMIUM FOR

Baseline Digital Skills

Program Overview

Through the Office Administration program, students acquire the digital and online literacy required in today's office environment. Coursework includes a comprehensive grounding in widely-used software programs for communication, document publishing, information processing, and bookkeeping. Professional communication and appropriate office etiquette are also taught, and students may opt for specialty courses in topics from business math to leadership. Those earning AS degrees will have the added dimension of general education coursework.

Job Outlook

Digital literacy is now expected in 82% of all "middle skill" jobs that require more than a high school education but less than a bachelor's degree, so graduates are well-equipped to enter the workforce. In addition to pursuing roles as office managers, administrative assistants, and customer service representatives, graduates can undertake further study and certification in specialty skills such as accounting and marketing to further grow earning potential.

CAREERS

Customer Service Representatives
\$27,030 - \$63,410

Administrative Assistants
\$27,590 - \$63,090

Customer Service Supervisors
\$38,000 - \$95,970

***Exec. Administrative Assistants**
\$45,350 - \$102,220

***Office Managers**
\$64,081 - \$116,400

* Requires additional training
Source: Bureau of Labor Statistics
(CA data) and Salary.com



With additional training in communications, technology, and management, graduates can earn a Professional Administrative Certification of Excellence (PACE) from the American Society of Administrative Professionals.



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Associate in
Science Degree
MPC GE Pattern

Suggested Course Sequence

YEAR

1

Total Units:
30-32

FALL		SPRING	
	Units		Units
ENGL 1A	3	Area A2	4-5
MPC Elective	2	MATH 16 rec.	
ENGL 101A rec.		BUSI 70	3
LIBR 50	1	CSIS 1	3
BUSC 140 & 150 & 160, or CSIS 50 & 50L	3	MPC Elective	4
BUSI 20, 22, 54, or 110	3	BUSI 120A rec.	
BUSC 109 or Proficiency Test	0-1	MPC Elective	3
MPC Elective: PERS 10 rec.	1		
Total Fall Units	13-14	Total Spring Units	17-18

YEAR

2

Total Units:
29-31

FALL		SPRING	
	Units		Units
BUSI 120B	3	BUSI 20, 22, 54, or 110	3
Area B & Lab	4	BUSI 22 or 64	3
Area C	3	Area F	3
Area D	3	BUSI 38 rec.	
MPC Elective	3	MPC Elective	3
		MPC Elective	1-3
Total Fall Units	16	Total Spring Units	13-15

This is a suggested sequence of coursework and is one pathway for students to earn their degree/certificate. This is not an official educational plan. A counselor is able to assist you with creating a personalized education plan based on your academic, career, and personal goals. For more information about counseling and up-to-date program requirements, please visit www.mpc.edu/counseling.



MPC has provided me with a clear educational path that allowed me to complete my associate degree in a reasonable amount of time. The program prepared me for university level coursework by challenging my educational work ethic and helping me explore possible careers.

Alexis Bollin
MPC Graduate

Monterey Peninsula College (MPC) is a fully accredited California public community college. The college is known for the excellence of its academic programs and student support services.

Campus Locations

Monterey
Marina
Seaside
Online

Website

www.mpc.edu/busl

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College