

Office Administration AS Coursework Roadmap

Instructions:

Be sure to work with a counselor to make sure that your choices will lead to graduation.

1. Take OFADM 313.
2. Take OFADM 202.
3. Take OFADM 262.
4. Take OFADM 316.
5. Take MATH 101 (maybe with 32) or MATH 89.¹
6. Take ENGL 100 or 101.
7. Take OFADM 259.
8. Take OFADM 260.
9. Take OFADM 231.
10. Take OFADM 304.
11. Take OFADM 320.
12. Pick a course from the MJC GE: Area A table.
13. Pick a course from the MJC GE: Area B table.

¹ MATH 101 satisfies the MJC GE: D2 and CSU GE: B4 requirements. MATH 89 satisfies the MJC GE: Area D2 but will not fulfil the requirement at a CSU or UC.

Course Selections:

	Units	Term
1. OFADM 313	<u>3</u>	_____
2. OFADM 202	<u>2</u>	_____
3. OFADM 262	<u>1</u>	_____
4. OFADM 316	<u>1</u>	_____
5. MATH 101(& 32) or MATH 89	<u>3-6</u>	_____
6. ENGL 100 or 101	<u>3 or 5</u>	_____
7. OFADM 259	<u>1</u>	_____
8. OFADM 260	<u>1</u>	_____
9. OFADM 231	<u>3</u>	_____
10. OFADM 304	<u>3</u>	_____
11. OFADM 320	<u>1</u>	_____
12. _____ General Education selection	<u>3</u>	_____
13. _____ General Education selection	<u>3</u>	_____

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General Education Options – MJC GE: A / CSU GE Area B

Course #	Course Title	GE Area(s)
ANTHR 101	Biological Anthropology	MJC Area A / CSU GE: B2
ASTRO 160	Introduction to Modern Astronomy	MJC Area A / CSU GE: B1
BIO 111 BIO 114	General Biology -or- General Ecology	MJC Area A / CSU GE: B2* MJC Area A / CSU GE: B2*
GEOG 101	Physical Geography	MJC Area A / CSU GE: B1
GEOL 160	Introduction to Geology	MJC Area A / CSU GE: B1
PLSC 200	Introduction to Plant Science	MJC Area A / CSU GE: B1

* Also includes a lab and meets CSU GE: B3

These are recommendations from area faculty. Alternative selections can be made using MJC's general education lists in the catalog. Please see your counselor for assistance in choosing alternate courses.

General Education Options – MJC GE: B / CSU GE: D

Course #	Course Title	GE Area(s)
ECON 101	Introduction to Macroeconomics	MJC GE: B / CSU GE: D
ECON 102	Introduction to Microeconomics	MJC GE: B / CSU GE: D
HIST 101	History of the US to 1877	MJC GE: B / CSU GE: D
HIST 102	History of the US since 1865	MJC GE: B / CSU GE: D
POLSI 101	American Politics	MJC GE: B / CSU GE: D
PYSCH 101	General Psychology	MJC GE: B / CSU GE: D
SOCIO 101	Introduction to Sociology	MJC GE: B / CSU GE: D

These are recommendations from area faculty. Alternative selections can be made using MJC's general education lists in the catalog. Please see your counselor for assistance in choosing alternate courses.

Suggested Electives

Course #	Course Title	Course #	Course Title
OFADM 303	Keyboarding for Speed and Accuracy (.5)	BUSAD 210	Business Communications (3)
OFADM 305	Records Management (3)	BUSAD 240	Principles of Management (3)
OFADM 353	Introduction to Computers & Windows (1)	BUSAD 249ABCD	Business Internship (1-4)
OFADM 363	Understanding the Internet (1)	BUSAD 274	Human Resource Management (3)
OFADM 330	Beginning Word Processing (3) (If taken before 231)	BUSAD 300	Machine Calculation (2)
		BUSAD 377	Human Relations in Business (3)

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Continue to work with a counselor to make sure that your choices work for all of your intended transfer institutions.

14. Take OFADM 314.¹
15. Take BUSAD 310 or BUSAD 201.
16. Take OFADM 375.
17. Take Art 102/CMPGR 202, or HUMAN 101, or any course that fulfills the MJC GE: Area C requirement.³
18. Take a course from the MJC Activities Requirement List.
19. Take OFADM 261.
20. Take OFADM 317.
21. Take OFADM 318.
22. Take OFADM 315.²
23. Take BUSAD 230, or HE 110, or any course that fulfills the MJC GE: Area E requirement.³
24. Take another MJC Activity course if the course you took in Step 18 did not meet the two-unit requirement.
25. Take GUIDE 111 or GUIDE 116.
26. If you have not yet reached 60 units, pick a course from the Suggested Electives table, or take any course numbered 50 or higher.

¹ OFADM 314 is only offered in Fall Semesters.

² OFADM 315 is only offered in Spring Semesters.

³ These are recommendations from area faculty alternative selections can be made using MJC's general education lists in the catalog. Please see your Counselor for assistance in choosing alternate courses.

Course Selections:	Units	Term
14. OFADM 314	<u>3</u>	_____
15. BUSAD 310 or BUSAD 201	<u>3 or 4</u>	_____
16. OFADM 375	<u>1</u>	_____
17. Art 102/CMPGR 202 or HUMAN 101 or _____ <small>General Education selection</small>	<u>3</u>	_____
18. _____ <small>Activities selection</small>	<u>1-3</u>	_____
19. OFADM 261	<u>1</u>	_____
20. OFADM 317	<u>1</u>	_____
21. OFADM 318	<u>1</u>	_____
22. OFADM 315	<u>2</u>	_____
23. _____ <small>General Education selection</small>	<u>3</u>	_____
24. _____ <small>Activities selection</small>	<u>1</u>	_____
25. GUIDE 111 or GUIDE 116	<u>.5 or 2</u>	_____
26. _____ <small>elective selection</small>	<u>3</u>	_____
Expected Term of Graduation	_____	_____