BUSINESS AND OFFICE TECHNOLOGIES:
PROFESSIONAL OFFICE MANAGEMENT

PROGRAM DESCRIPTION:
The Professional Office Management Associate Degree and Certificate of Achievement programs prepare students for business office careers, including those in middle/administrative management. Students develop abilities that create opportunities for promotions, job transitions, and positions of greater responsibility in the workplace. Emphasis on supervision, leadership, and interpersonal skills.

HOW DO I KNOW THIS MAJOR IS FOR ME?
- You like to lead by example
- You like to check completed work for typing errors
- You want to manage others
- You are comfortable answering and sharing information over the telephone
- You like using a computer to do your work
- You are good at keeping records
- You like set procedures and routines
- You like to work with data and details

WHAT CAN I DO WITH THIS CERTIFICATE/ASSOCIATE DEGREE?
- Administrative Services Manager
- Office Manager
- Administrative Coordinator
- Office Clerk
- Office Assistant
- Secretary
- Administrative Assistant
- Office Technician
- Administrative Technician
- Staff Assistant

WHERE CAN I WORK?
This pathway provides you with a choice of various work environments including:
- Educational Institutions
- Small Businesses
- Hospitals
- Government Agencies
- Legal Services
- Non-Profit Organizations
- City/County Offices

WHAT IS THE POTENTIAL WAGE OUTLOOK?
This certificate/associate degree may lead to a position as an Office Manager, which according to O*NetOnline the median wage in California was $57,450 per year. For more information, visit www.onetonline.org.

The job and wage outlook will vary based on the position selected within this major. To review current salary information and job outlook, visit www.onetonline.org.

WHAT CAN I DO IN THE FUTURE WITH MORE EDUCATION?
The positions below require at least a bachelor’s degree in Business Management, or a similar field. According to O*NetOnline, the median salary in 2016 for an Operations Manager in California was $108,970 annually.
- Operations Manager
- Human Resource Specialist

For additional information about career pathways and to find out if this major is a good fit for you visit the Career Center located in MACC 203. Career information was collected from www.onetonline.org and www.bls.gov.
### MAJOR AND COURSE REQUIREMENTS:

**LEGEND:**  
G=Grade  
IP=In Progress  
N=Need  
**Bold:** Prerequisites  
Plain Text: No Prerequisites

#### Major Requirements for the Associate in Science Degree: (S321)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>IP</th>
<th>Need</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSOT 40B</td>
<td>Computer Keyboarding: Speed and Accuracy Development</td>
<td></td>
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<tr>
<td>BUSOT 60A</td>
<td>Microsoft Office Word-Specialist (or <strong>BUSOT 60B, Microsoft Office Word—Expert</strong>)</td>
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<tr>
<td>BUSOT 61</td>
<td>Microsoft Office PowerPoint</td>
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<tr>
<td>BUSOT 62</td>
<td>Microsoft Office Outlook</td>
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<tr>
<td>BUSOT 63</td>
<td>Microsoft Office Excel—Comprehensive</td>
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<tr>
<td>BUSOT 64</td>
<td>Microsoft Office Access—Comprehensive</td>
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<tr>
<td>BUSOT 400</td>
<td>Job Search and Interviewing Techniques</td>
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<td>1.5</td>
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<td>BUSOT 455</td>
<td>Fundamentals of English for Business</td>
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<td>BUSOT 460</td>
<td>Proofreading: Text-Editing Skills</td>
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<tr>
<td>BUSOT 471</td>
<td>Administrative Office Management</td>
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Plus nine units from the following:

<table>
<thead>
<tr>
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<th>Grade</th>
<th>IP</th>
<th>Need</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSOT 50</td>
<td>Filing and Records Management</td>
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<tr>
<td><strong>BUSOT 60B</strong></td>
<td>**Microsoft Office Word—Expert **(if not used above)</td>
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<tr>
<td>BUSOT 410</td>
<td>Microsoft Office Publisher—Comprehensive</td>
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<tr>
<td>BUSOT 452</td>
<td>Office Financial Recordkeeping</td>
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<tr>
<td>BUSOT 462</td>
<td>Machine Transcription and Voice Recognition Software</td>
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<td>3</td>
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<tr>
<td>BUSOT 470</td>
<td>Office Systems and Procedures</td>
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Plus a minimum keyboarding speed of 35 wpm for 5 minutes verified by the Business and Office Technologies Department Proficiency Certificate.

#### Requirements for the Professional Office Management Certificate (L321):

Same as the major requirements for the A.S. Degree.

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In addition to completion of the MAJOR, there are other requirements for the degree, refer to the Chaffey College Graduation Requirement Sheet or see a counselor in the Counseling Center. All courses required for a certificate must be completed with a minimum grade of C.

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Student Name: ___________________________  
ID#: ___________________________  
Date: ___________________________  
Counselor: ___________________________  

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COUNSELOR NOTES:  

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$46 per unit for CA Residents