

Your Pathway to Success!

Achieving your goal begins with a first step. This Business Office System Student Pathway Progress Worksheet has been designed to guide your progress along the pathway to your success. You can earn an associate degree or certificate of achievement by following the course sequence outlined here. The worksheet also will help you determine how long it will take you to complete your degree or certificate.

For more information contact us at 415.457.8811 x 7610, or visit www.marin.edu.

Program

CERTIFICATE/DEGREE	PROGRAM LENGTH	TUITION AND FEES	BOOKS AND SUPPLIES
Certificate of Achievement Business Office Systems - Business Office Professional	2	\$944.00	\$1,440.00

Projected Class Rotation

SEMESTER	TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	ONLINE
Fall	Morning		BUS 101	CIS 170	BUS 101		CIS 170	
	Afternoon							
	Evening	BUS 101	BOS 151	BOS 150	BUS 150			
	Online							BUS 144
Spring	Morning		BUS 101	CIS 170	BUS 101		CIS 170	
	Afternoon							
	Evening	BUS 101	BOS 151	BOS 150	BUS 150			
	Online							BUS 144
Summer	Online							BUS 144

Industry Information and Figures

Data sourced from the State of California Employment Development Department's website: <http://www.labormarketinfo.edd.ca.gov/OccGuides/>

The role of the office professional has greatly evolved as the reliance on technology continues to expand in offices. Automation and organizational restructuring have led Executive Secretaries and Administrative Assistants to assume responsibilities once reserved for managers and professional workers. Executive Secretaries and Administrative Assistants now provide training and orientation for new staff, conduct research on the Internet, and operate and troubleshoot new office technologies. Still, their core duties remain much the same: to perform and coordinate an office's administrative activities.

Executive Secretaries and Administrative Assistants serve as information and communication managers for an office. They store, retrieve, and integrate information into reports or correspondence for staff members and customers. They plan and schedule meetings and appointments; organize and maintain paper and electronic files; manage projects; conduct research; and disseminate information by using the telephone, mail services, websites, and e-mail. They may also handle travel and guest arrangements.

Wage and Job Outlook:

JOB TITLE	MEAN WAGE IN CALIFORNIA 2015	PROJECTED JOBS IN FIELD BY 2022	ANNUAL AVERAGE OPENINGS
Executive Secretary	\$29.13	107,700	1,570
Office Clerk, General	\$16.24	360,100	9,950
Loan Interviewers & Clerks	\$21.54	22,100	510

Pathway Progress. Requirements as Listed in the COM Catalog 2016-2017.

CLASS TITLE	COURSE #	COURSE UNITS	SEMESTER OFFERED	DATE COMP	UNITS EARNED	CERTIFICATE OF ACHIEVEMENT BUSINESS OFFICE SYSTEMS
Beginning and Intermediate Word Processing	BOS 150	3	F/S			
Microsoft Office	BOS 151	3	F/S			
Intro to Business	BUS 101	3	F/S			
Business Communications	BUS 144	3	F/S			
Management & Supervision	BUS 150	3	F/S			
Windows Operating System for PCs	CIS 170	3	F/S			
Units Completed						
Units Required						18
Date Awarded						

■ UNITS REQUIRED ■ PREREQUISITE SEMESTER KEY: F = FALL, S = SPRING, X = SUMMER

Updated Annually