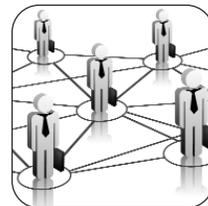




MIDDLESEX COMMUNITY COLLEGE STRATEGIES FOR SUCCESS ADVISING GUIDE: *Office Systems & Administration*

The **Office Systems and Administration Associate in Science in Business Administration degree program** integrates computer applications and business communication skills with a strong foundation of business courses. Students will develop strong writing skills, an ability to organize and manage office work, and very advanced interpersonal- and business-relations skills. The program is designed to prepare students to become highly qualified office professionals needed in today's high-tech office environment.

This advising guide includes information that will help you to explore your academic and career interests and determine whether the **Office Systems & Administration major** will support your long-term goals.



EXPLORE YOUR OPTIONS WITH ACADEMIC ADVISING

Throughout each semester, meet with your advisor so that he/she can guide you through a self-exploration process that will help you identify your academic and career interests.

Beginning of Semester:

___ Schedule an appointment to meet with your academic advisor during the first few weeks to discuss future plans and how a Psychology Degree can help you achieve your goals.

___ Explore your personal interests by completing Focus2, an online career assessment tool:
<https://www.middlesex.mass.edu/careerservices/focus2.aspx>

Mid-Semester:

___ Schedule an appointment with academic advisor review your academic progress, Focus2 results and create an academic plan in Degree Works.

Before Semester Ends:

___ Schedule an appointment to discuss and register for the classes you will take the following semester. (Early November for spring, Early April for fall and summer)

___ Visit the Academic Career & Transfer Center or call 1-800-818-3434 to schedule an appointment.

► INSIDE THIS GUIDE

- Exploring Your Options
- Personality Inventory
- Career Path
- Transfer Path

OFFICE SYSTEMS ADMINISTRATION OUTCOMES

Graduates of the program are prepared to:

- Use appropriate business knowledge in the office setting to facilitate the work requirements of the organization and demonstrate proficiency in the use of appropriate technology to facilitate the variety of office processes;
- Demonstrate proficient interpersonal skills and a comprehension of appropriate organizational behavior;
- Demonstrate proficiency using computer applications software, including word, spreadsheets and presentation software skills;
- Communicate effectively using written, oral and nonverbal techniques, including the use of technology in the gathering and presentation of information;
- Recognize the presence of various cultures in the business world and comprehend the need to have a global perspective when analyzing and planning in a business environment;

CONT. NEXT PAGE



STRATEGIES FOR SUCCESS ADVISING GUIDE: *Office Systems & Administration*

OFFICE SYSTEMS ADMINISTRATION OUTCOMES (CONT.)

- Demonstrate knowledge of the concept of ethics and social responsibility and if/how business integrates this into ongoing operations;
- Comprehend the rapid change taking place in the business environment and demonstrate an ability to engage in ongoing professional development;
- Demonstrate the capacity for on-going personal and professional development



OFFICE SYSTEMS & ADMINISTRATION SELF-EXPLORATION ACTIVITY

#	QUESTION	TRUE	FALSE
1.	I don't mind repetitive work such as filing, organizing, processing documentation or answering phones.		
2.	I enjoy collaborating and working in a group setting.		
3.	I like learning new technology.		
4.	I plan quite well and I make "to do" lists.		
5.	Because I don't procrastinate I can achieve goals at work.		
6.	I like to know all the details and facts.		
7.	When I am interrupted, I can easily get back to where I left off.		
8.	I tend to notice details many people don't see.		
9.	I am able to manage deadlines and work under pressure.		
10.	When I take in lots of information, I am able to sort it out.		
11.	I like working in a fast-paced environment.		
12.	When I talk to people, I try to put myself in the other person's shoes.		
13.	I keep track of time very well.		
14.	I want to work with diverse group of people.		
15.	I like to prioritize the tasks and work persistently until my assignment is complete.		
16.	When I am offered a suggestion on how to improve my work, I try it out right away.		

If you answered "True" to most of these questions, then majoring in Office Systems & Administration might be right for you!

CONT. NEXT PAGE



IS THE OFFICE ADMINISTRATION MAJOR THE RIGHT FIT FOR ME?

Think about whether you have the following personality traits and abilities that **Office Systems & Administration** graduate must possess:

■ **Demonstrate the ability to pay attention to detail and to handle multiple tasks effectively**

Are you the one who notices typos and other errors in documents and publications that other people miss? Do you do tasks carefully even if no one else will ever see the result? The ability to multi-task is the key- you have to be able to deal with more than one thing at a time, and be comfortable with challenge and variety of assignments. Organizational skills are critical as well as following through the project at hand.

■ **Ability to work well with people in fast-paced work environment**

Are you an individual who thrives in a fast-paced office setting? Are you skilled in communications, word processing, office systems, and spreadsheet applications and in general working with the computer technology? Do you have “people “skills and an ability to balance your own workload without jeopardizing deadlines?

■ **Demonstrate ability to work independently and perform with minimal supervision/redirections**

Have you ever been called a self-starter? Do you understand and follow direction? Are you able to work well and efficiently without supervision? Office Systems & Administration graduates need to demonstrate ability to prioritize daily activities and drive for results.

■ **Ability to maintain the highest level of confidentiality**

Can you keep close track of confidential information? It is an unavoidable fact that while working in companies you might be privy to all sorts of sensitive information. Clearly being able to demonstrate confidentiality builds trust. Confidentiality is a high priority.

■ **Ability to meet deadlines and work under pressure**

Are you able to handle pressure effectively and meet deadlines? Are you the kind of person who knows how to deal with interruption and does not get distracted when there's a lot going on around you? Office Systems & Administration careers requires you to be organized. You will be asked to manage and organize volumes of documents, schedule appointments and ensure the smooth running of the office.

■ **Demonstrate ability to communicate efficiently and effectively**

Are you friendly, personable and able to build harmonious working relationships with numerous people in various positions- from executives, supervisor, co-workers to clients, and the general public? By far, the one skill mentioned most often by employers is the ability to listen, write, and speak effectively. Successful communication is critical in business. You will need to think on your feet, have patience, and good listening and communication skills. You need these skills because circulating information is part of your everyday tasks.

■ **Demonstrate the ability to manage time effectively, including the ability to establish priorities**

Do you like to attend to each and every need? Are you able to prioritize tasks? Are you the one whose long-term goals impact yours daily activities and are included on your "to do" list. Do you believe, without a goal or objective, people tend to just drift personally and professionally? Working in today's busy offices whether medical, legal or another field you are expected to manage multiple projects and priorities under strict deadlines to ensure efficient work processes and customer satisfaction. You need to be able to estimate the time and effort required to complete a task, and be able to manage your own time effectively so you can meet all your commitments.



STRATEGIES FOR SUCCESS ADVISING GUIDE: *Office Systems & Administration*



■ Demonstrate technological skills that contributes to effective execution of tasks

Do you see yourself as being technology savvy? Do you enjoy working with computers? This career calls for a comfort with technology and openness to training. You are expected to remain current with new office computer databases and programs such as word processing, spreadsheets, presentation, use different kinds of office equipment. You will be expected to integrate them all into the workplace.



THE CAREER PATH

Jobs in **Office Systems & Administration** vary greatly depending on which type of role and which field you want.

Graduates may pursue careers in office administration, office management or a variety of industry-specific assistant positions, which may include marketing assistant, human resource assistant or customer service coordinator.

Career Planning Activities:

- ___ Work with advisor to discuss *MassTransfer*, Articulations and transfer agreements
- ___ Visit your selected campuses in person. Every college looks good online or in a glossy photo, but you can get a better feel when you visit
- ___ Meet with transfer counselor to identify transfer scholarships.
- ___ Research admissions requirements and deadlines at 4-year colleges and universities



THE TRANSFER PATH

The **Office Systems and Administration Associate in Science in Business Administration degree** is a career track degree and if you wish to continue with your education, talk to a transfer counselor to discuss the Business Administration transfer degree program. While our **Business Administration Transfer major** is designed specifically for students wishing to transfer to a bachelor degree program, graduates of the **Office Systems & Administration Career major** can consider transfer; however, colleges will evaluate transcripts on a course-by-course basis. In addition, this degree does not qualify for the *MassTransfer* program.

Transfer Planning Activities:

- ___ Work with Advisor to discuss *MassTransfer*, articulations and transfer agreements
- ___ Visit your selected campus in person. Every college looks good online or in a glossy photo but you can get a better feel when you visit
- ___ Meet with transfer counselor to identify transfer scholarships
- ___ Research admissions requirements and deadlines at 4-year colleges and universities

Sample Office Systems & Administration Job Titles:

Office Clerk/Administrator, Office Manager, Secretary, Administrative Assistant, Administrative Office Manager, Administrative Receptionist, Executive or Personal Assistant, IT Assistant, Medical Office Assistant, Legal Administrative Assistant, Office Coordinator, Clerk, Word Processing Operator and related administrative support positions.

MCC ADVISING RESOURCES

Career Services:

<https://www.middlesex.mass.edu/careerservices>

Transfer Services:

<https://www.middlesex.mass.edu/transfer>

MassTransfer:

<https://www.middlesex.mass.edu/transfer/masstransfer.aspx>

Financial Aid:

<https://www.middlesex.mass.edu/financialaid>

Foundation Scholarships:

<https://www.middlesex.mass.edu/foundation/scholarships>

College Board Match Maker:

<https://bigfuture.collegeboard.org/college-search>