

Business Administration: Office Administration and Computer Technology Option

Division of Business — Curriculum Code: 2014

Will Earn Upon Program Completion: Associate in Applied Science (A.A.S.) Degree

Why major in Office Administration and Computer Technology?

The Office Administration & Computer Technology option is designed to prepare highly qualified office professionals needed in today's high-tech office environment. The program provides a broad background in office management, business, communication, computer technology, and interpersonal skills. Combined with a broad selection of liberal arts courses, this program will prepare graduates for a wide variety of positions such as administrative assistant, administrative office manager, administrative receptionist, desktop publishing graphics specialist, executive assistant, office specialist, office coordinator, information specialist, administrative technology specialist, and related administrative support positions.

If I major in Office Administration & Computer Technology, can I transfer to an upper division college or university?

The Associate in Applied Science Degree was developed to provide training for entry to mid-level administrative support positions; however, four-year colleges will apply many of the courses you have taken towards a bachelor's degree.

Are there any requirements I must satisfy before I start taking courses in my major?

All developmental coursework must be completed before registering for college-level courses. Other prerequisites may also apply.

How long will it take for me to complete this degree?

If you do not need developmental coursework, and you register for an average of 16 credits each semester, you can complete the degree in two years. You can shorten the amount of time by taking courses in the summer sessions.

Where should I direct specific questions about this program?

Contact the Business Division at (973) 877-3222.

Upon completion of this program, graduates will be able to:

- ◆ Demonstrate competence in a variety of administrative and clerical functions necessary to run an organization efficiently.
- ◆ Perform and coordinate an office's administrative activities and ensure that information is disseminated to staff and customers/clients through the use of traditional delivery and cutting edge technologies.
- ◆ Demonstrate workplace behaviors such as dependability, initiative, confidentiality, enthusiasm for new tasks, and continuing education.
- ◆ Use personal computers to run software applications such as word processing, spreadsheets, database management, E-mail, professional publications, and presentations
- ◆ Prepare a variety of business correspondence, handle travel arrangements, schedule appointments, and contact customers/clients.
- ◆ Conduct research on the Internet;
- ◆ Operate a variety of office equipment, such as facsimile machines, photocopiers, and telephone systems.
- ◆ Organize and maintain paper and electronic files;
- ◆ Demonstrate the ability to manage time effectively, including the ability to establish priorities.
- ◆ Demonstrate the ability to produce professional copy using correct document formatting and procedures.
- ◆ Demonstrate the ability to keyboard at acceptable speeds/accuracy.
- ◆ Quickly and effectively proofread a variety of office documents.

Business Administration: Office Administration and Computer Technology Option — A.A.S. Degree Program

<p>GENERAL EDUCATION REQUIREMENTS: (22 credits)</p> <p>Communications (6 credits) ENG 101 College Composition I 3 ENG 102 College Composition II 3</p> <p>Social Science (6 credits) Select two courses from: ANT 101, 105; POL 101, 104; PSY 101, 102, 219; SOC 101, 108 6</p> <p>Lab Science/Math (4 credits) MTH 100 or higher or Lab Science: BIO 101, 102, 103, 104, 121, 122; CHM 101, 102, 103, 104; PHY 101, 102, 103, 104, 113, or 114 4</p> <p>Humanities (6 credits) Select a History course from: HST 101, 102, 111, 112, 121, 122, 131, 132, 134, 135, 136, 137, 161 or 162 3 Select an Art or Music course from: ART 100, 101, 102; MUS 100, 108, 109 3</p> <p>MAJOR COURSE REQUIREMENTS: (23 credits)</p> <p>OCT 106 Keyboarding and Formatting I 3 OCT 107 Document Publication and Design 3 OCT 121 Business Communication 3 OCT 122 Outlook Management 2 OCT 210 Office Systems Management 3 OCT 250 Word/Information Processing Applications I 3 OCT 251 Word/Information Processing Applications II or OCT 290 – OCT Internship 3 OCT 252 Administrative Office Simulation 3</p> <p>ADDITIONAL COURSE REQUIREMENTS: (17 credits)</p> <p>ACC 101 Prin. of Accounting I—Financial 4 ACC 102 Prin. of Accounting II—Managerial 4 BUS 101 Business Organization & Management 3 CIS 135 Microcomputer Spreadsheets 3 CIS 136 Desktop Publishing 3</p> <p>Total Credits Required for Degree 62</p>	<p>RECOMMENDED SEQUENCE OF COURSES:*</p> <p>First Semester</p> <p>OCT 106 Keyboarding and Formatting I 3 OCT 121 Business Communication 3 OCT 250 Word/Info. Proc. Applications I 3 ENG 101 College Composition I 3 Social Science requirement 3</p> <p>Second Semester</p> <p>OCT 107 Document Publication and Design 3 OCT 250 Word/Info. Proc. Applications II Or OCT 290 Internship 3 OCT 122 Outlook Management 2 ENG 102 College Composition II 3 Social Science requirement 3</p> <p>Summer</p> <p>Humanities requirement 3</p> <p>Third Semester</p> <p>ACC 101 Prin. of Accounting I - Financial 4 BUS 101 Business Organization & Management 3 CIS 135 Microcomputer Spreadsheets 3 CIS 136 Desktop Publishing 3 MTH/Lab Science requirement 4</p> <p>Fourth Semester</p> <p>OCT 210 Office Systems Management 3 OCT 252 Administrative Office Simulation 3 BUS 141 Business Mathematics 3 ACC 102 Principles of accounting I - Managerial 4 Art or Music requirement 3</p> <p>Prerequisites: OCT 101 or CIS 107 AND OCT 100/104 or OCT 105 (or Demonstrated Computer and Keyboard literacy)</p>
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***NOTE:** This plan assumes the completion of all required developmental courses in reading, writing, and mathematics as well as other pre- and co-requisites for some of the courses, as listed in the Course Descriptions section.