

Degree Offered

Associate in Applied Science
Office Administration

Curriculum Code: 620**Program Information**

This program prepares students to become integral parts of the administrative support team found in today's complex office environments. This program provides students with a strong background in general and business education, computer hardware and software operations, and integrating technology with the multiple tasks of an office environment.

Courses in this program concentrate on interpersonal skills, working as a member of a team, communications skills, decision-making, effectively managing priorities and managing administrative tasks.

When You Graduate

AAS programs are designed for students who want to enter a career directly after graduating but those who change their plans find that most of their CCC credits transfer to four-year colleges.

Students are encouraged to visit the NJ transfer website: www.njtransfer.org for transfer course equivalencies.

The latest technology and learning tools support your education for a wide range of employment opportunities.

Earn a BA, MA at CCC

Once you graduate from Cumberland County College, you can earn a bachelor's and even a master's degree at the on-campus Shirlee and Bernard Brown University Center. CCC's University Center houses bachelor's and master's degree programs offered by Fairleigh Dickinson University, Georgian Court University, Montclair State University, Rowan University and Wilmington University.

www.cccnj.edu

Office Administration

Program Requirements (45 credits) Credits

<input type="checkbox"/>	AC 103	Accounting Principles I	4
<input type="checkbox"/>	AC 104	Accounting Principles II	4
<input type="checkbox"/>	BU 106	Introduction to Management	3
<input type="checkbox"/>	BU 109	Business Law I	3
<input type="checkbox"/>	BU 115	Introduction to Business	3
<input type="checkbox"/>	BU 207	Introduction to Marketing	3
<input type="checkbox"/>	BU 212	Human Resource Management	3
<input type="checkbox"/>	CG 105	Desktop Publishing	3
<input type="checkbox"/>	CS 102	Applications on the Microcomputer	3
<input type="checkbox"/>	CS 132	Web Page Development I	4
<input type="checkbox"/>	OA 102	Word Processing Skills	3
<input type="checkbox"/>	OA 219	Administrative Office Management	3
<input type="checkbox"/>	OA 299	Office Administration Seminar	3
<input type="checkbox"/>	Business Elective or Computer Science Elective		3

General Education Requirements (21/22 credits)

<input type="checkbox"/>	CS 101	Introduction to Microcomputers	3
<input type="checkbox"/>	EN 101	English Composition I	3
<input type="checkbox"/>	SP 203	Effective Speech	3
<input type="checkbox"/>	Diversity Elective		3
<input type="checkbox"/>	Humanities Elective		3
<input type="checkbox"/>	Mathematics Elective or Science Elective		3/4
<input type="checkbox"/>	Social Science Elective		3

Total Credits **66/67**

Upon completion of this program, students should be able to:

- Develop proficiency with technology and software.
- Develop an ability to work with others in a high-tech office environment using adaptability measures and modern equipment.
- Locate, retrieve and critically evaluate information and information sources.
- Seek employment in the field of study.