

Office Administration & Technology

(HEGIS 5005) see College Catalog



ASSOCIATE OF OCCUPATIONAL STUDIES DEGREE; 61 Semester Credits Required for Graduation



INDUSTRY CERTIFICATIONS:

- Certified Professional Secretary
- Certified Administrative Professional
- MOS - Microsoft Office Specialist
- ALS - The basic Certification for Legal Professionals
- Certified Legal Assistant
- Certified Legal Secretary
- PLS - The Advanced Certification for Legal Professionals

1ST SEMESTER

Freshman Skills Seminar
 Information Literacy
 Fundamentals of Computer Technology
 Principles of Accounting I
 Introduction to Business
 English Composition I

2ND SEMESTER

Document Processing
 Presentation Skills and Techniques
 Accounting with Electronic Spreadsheets
 College Math
 Administrative Office Management
 Elective Professional Course I

3RD SEMESTER

Career Development Seminar
 Data Basics Management Applications Package
 Records Management
 English Composition II
 Machine Transcription
 Word Processing
 Elective Professional Course II

4TH SEMESTER

Personnel Management
 Automated Office Administration
 Arts & Sciences Elective
 Elective Professional Course III
 Office Administration Externship

Elective Professional Courses (Any Three Courses from the following):	Executive Assistant Focus	Executive Legal Assistant Focus	Sport Management Focus
General Office Procedures			
Speed Writing			
Advanced Machine Transcription			
Business Law			
Legal Office Assisting and Procedures			
Legal Machine Transcription			
Sports Management			
Sports Marketing			
Sports Leadership			

OCCUPATIONS: Administrative Assistant; Clerical Associate; Office Manager; Word Processor; Sports Agent; Legal Clerical Associate; Legal Executive Assistant; Legal Office Assistant; NCAA Assistant/Information Director; Assistant/Coach in a NJCAA college or high school; Legal Secretary; Sports Team Internet Specialist

DIVISION OF BUSINESS

ASSOCIATE OF OCCUPATIONAL STUDIES (AOS) DEGREE PROGRAMS:

- Business Administration – Accounting
- Office Administration and Technology

CERTIFICATE PROGRAMS:

- Office Technology and Administration
- Executive Legal Assistant

For required program disclosure information, please visit our website at www.asa.edu/disclosure.asp

PARTIAL LIST OF INTERNSHIP SITES:

1st Choice Home Care Services Inc.	Merrill Lynch
Accountable Financial Management	Mznet Consulting Inc.
Aflac NY	National Allotment Insurance Agency
Age Group Ltd.	New American Chamber of Commerce
American Continental Properties	New York Hospital Center & School of Medicine
Asterix Consulting, Inc.	North Forth Mutual
Associated Consulting NY Life	PA'LANTE Harlem, Inc.
Brooklyn Community Housing Services	Personalized Accounting Total Serv.
Brooklyn Job Corps.	P&L Financial Services Corp.
Carthage Capital Group	Planned Parenthood
Changsoo Kim CPA	Progressive Financial Services LLC
CFL Management Services	Reliable Tax & Business Services Inc.
East Coast Appraisal Service	Steven Zelin CPA
Gay Men's Health Crisis	Syska Hennessy Group
GC Pas Inc	The Women's National Republican Club
GIRDHAR K KHURANA CPA	Thompson & Company Group, LLC
Internal Intelligence Service	United Reliance Group
International Immigrants Foundation	
Mayor's Office	

PLACEMENT STATISTICS

Division of Business	Graduation Date - Placement Rate(%)				
	May-11	Jan-11	Sep-10	Jun-10	Feb-10
Office Administration and Technology, <i>Associate of Occupational Studies Degree Program</i>	65%	79%	83%	81%	78%
Business Administration - Accounting, <i>Associate of Occupational Studies Degree Program</i>	80%	82%	86%	83%	80%
Executive Legal Assistant, <i>Certificate Program</i>	No Grads	60%	100%	100%	100%
Office Technology and Administration, <i>Certificate Program</i>	89%	100%	100%	100%	72%

As reported by ASA's Career Services Department: September 2011.