



Program Description:

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. Also, students will gain working knowledge of a variety of computer applications software. The Cooperative Field Experience is a key component of the program, giving students real industry experience and a related course focused on career development and workplace issues.

Career and Transfer Outlook:

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

Helpful Hints:

Students should begin taking Microcomputer Applications (CAP 101) immediately upon beginning their coursework, so they will be prepared to take the other required computer applications courses.

Program Outcomes:

Graduates of the Office Systems and Administration 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;
- 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.

OFFICE SYSTEMS AND ADMINISTRATION • Associate in Science in Business Administration

BEDFORD CAMPUS AND LOWELL CAMPUS - DAY - STARTS FALL OR SPRING

✓	COURSE #	COURSE TITLE	CREDITS	PREREQUISITES
_____	BUS 101	Business Mathematics	3	MAT 060
_____	BUS 105	Keyboarding	3	ENG 060 or higher placement
_____	BUS 110	Introduction to Business	3	ENG 060 or higher placement
_____	BUS 112	Interpersonal Communications in Business	3	
_____	BUS 120	Introduction to Accounting I or	3-4	MAT 060 and ENG 060 or higher placement. Corequisite: MAT 070
_____	BUS 221	Financial Accounting		CAP 101; ENG 060 and MAT 070 or higher placement
_____	BUS 213	Business Communications	3	ENG 101
_____	BUS 214	Cooperative Field Experience	3	Completion of at least 12 credits in the student's degree or certificate program with a GPA of 2.0 or higher and eligible for ENG101
_____	CAP 101	Microcomputer Applications or	3	ENG 060 or higher placement and either taking, having successfully completed or tested out of ENG 101 and MAT 070
_____	_____	Computer Applications Elective*		
_____	CAP 154	Word Processing Applications	3	CAP 101, BUS 105 or permission of instructor
_____	CAP 155	Spreadsheet Applications	3	CAP 101 or permission of instructor
_____	CAP 157	Desktop Publishing & Presentation Graphics	3	CAP 101 or equivalent experience
_____	CAP 171	Integrated Office Applications	3	CAP 101
_____	ENG 101	English Composition I	3	C- in ENG 071 or eligible for ENG 101 and placement above or successful completion of ENG 060
_____	ENG 102	English Composition II: An Introduction to Literature	3	ENG 101
_____	_____	Behavioral Science Elective	3	
_____	_____	Business Elective	3	
_____	COM 103	Speech or	3	
_____	_____	Humanities Elective	3	
_____	_____	Economics Elective		
_____	MAT 085	Math Connections	3	MAT 070 or higher placement
_____	_____	Science Elective	3-4	
			60-62	

* CAP 100 will not satisfy this requirement

Note: Additional coursework may be required based on college placement testing. Students are urged to meet with their academic advisor for proper course sequencing.