This is a profile of the Associate of Applied Science (A.A.S.) in Office Technology. The purpose of this document is to highlight the program's enrollments, demographics, and outcomes. Enrollment information includes enrollment by attendance, enrollment by registration type, credits enrolled by attendance, and enrollment by gender and race/ethnicity. Outcomes information includes retention rates, graduation rates, transfer rates, degrees awarded by race/ethnicity, and job growth projections for target occupations.

Enrollment by Registration Type
Fall 2015
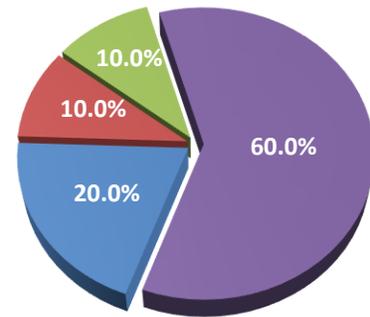
■ **First-Time*** ■ **Transfer**** ■ **Stop-out***** ■ **Returning******

*New to college **New to Bergen (originally enrolled at different institution)
***Not enrolled in previous semester ****Enrolled in previous semester

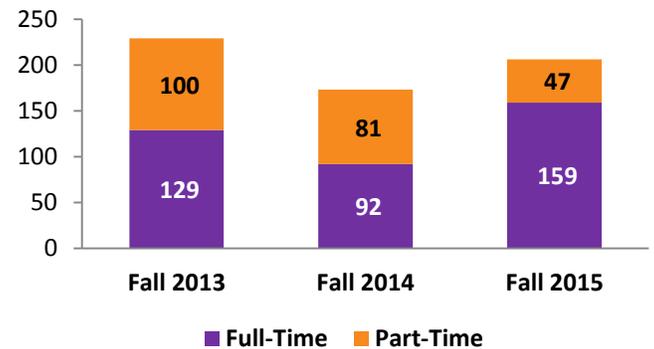*Source: SURE Enrollment File*

Enrollment by Attendance

Student Status	Fall 2013	Fall 2014	Fall 2015
Full-Time	10	7	12
Part-Time	14	12	8
TOTAL	24	19	20
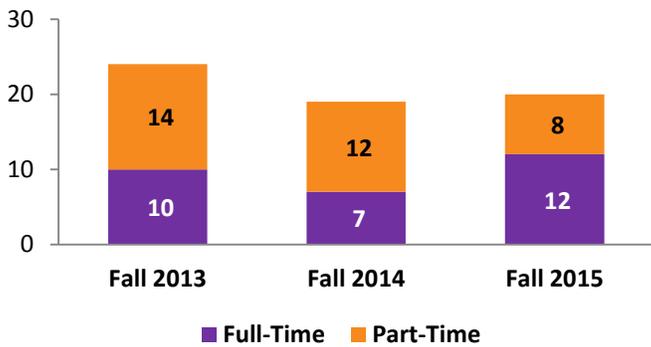
Source: SURE Enrollment File

Credits Enrolled by Attendance

Student Status	Fall 2013	Fall 2014	Fall 2015
Full-Time	129	92	159
Part-Time	100	81	47
TOTAL	229	173	206

Source: SURE Enrollment File

Enrollment by Gender & Race/Ethnicity, Fall 2015
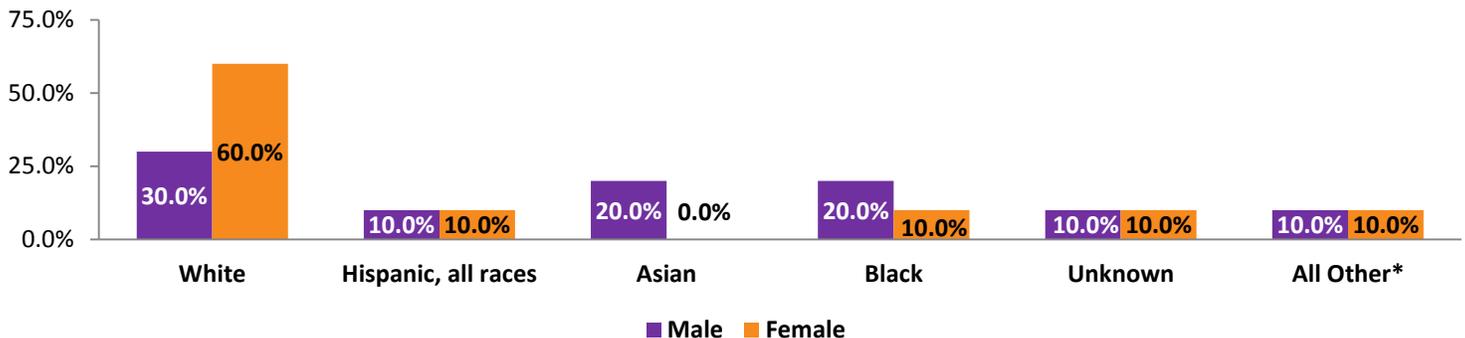
■ **Male** ■ **Female**

*All Other category includes American Indian/Alaskan Natives, Hawaiian/Pacific Islanders, Non-Resident Aliens and students who reported two or more races.
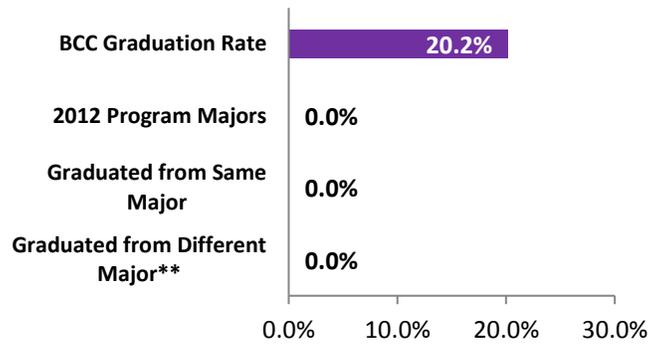
Source: SURE Enrollment File

One-Year Retention, FTFTDS*, Fall 2014
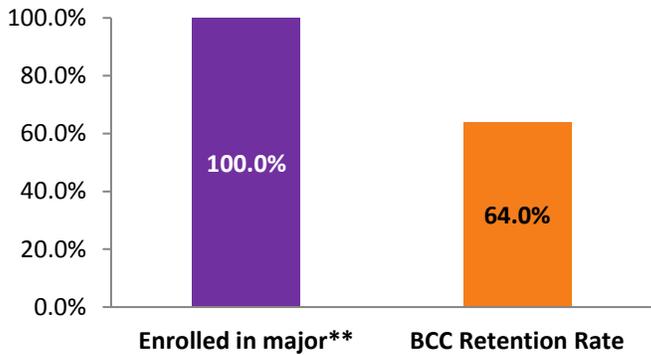
*One-Year Retention Rate includes First-Time, Full-Time, Degree-Seeking Students in Fall 2014 who re-enrolled at BCC in Fall 2015. **Students who were First-Time, Full-Time and enrolled in major in Fall 2014 and re-enrolled at BCC in Fall 2015.

Source: SURE Enrollment File
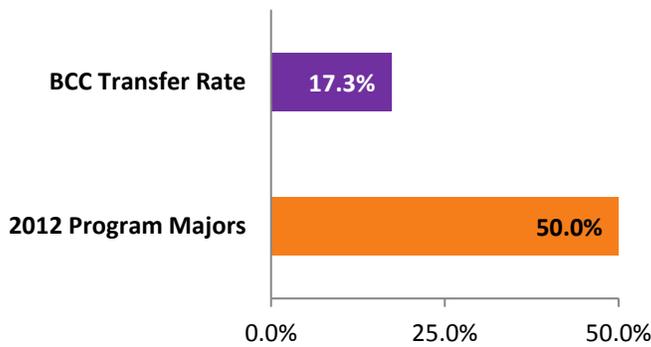
Graduation Rates, FTFTDS*, Fall 2012

*Graduation Rates based on First-Time, Full-Time, Degree-Seeking Students who started at BCC in Fall 2012 and graduated within 3 years (150%).

**Most popular major(s) graduated from: No Graduates from Different Major.

Source: IPEDS Graduation Rates Survey

Transfer Rates, FTFTDS*, Fall 2012

*Transfer Rates based on First-Time, Full-Time, Degree-Seeking Students who started at BCC in Fall 2012 and transferred without graduating within 3 years (150%).

Source: IPEDS Graduation Rates Survey

Job Growth for Target Occupations, NYC Metro Area*

Target Occupation	2015 Jobs	2025 Jobs	% Change
Executive Secretaries and Executive Administrative Assistants	76,530	75,290	-2.0%
Secretaries and Administrative Assistants	207,962	227,986	10.0%
TOTAL	**284,492**	**303,276**	**7.0%**

*NYC Metro Area includes: NJ counties: Bergen, Essex, Hudson, Hunterdon, Middlesex, Monmouth, Morris, Ocean, Passaic, Somerset, Sussex, Union NY counties: Bronx, Dutchess, Kings, Nassau, New York, Orange, Putnam, Queens, Richmond, Rockland, Suffolk, Westchester PA counties : Pike

Source: EMSI Economic Modeling, NJ Dept. of Labor

Degrees Awarded by Race/Ethnicity
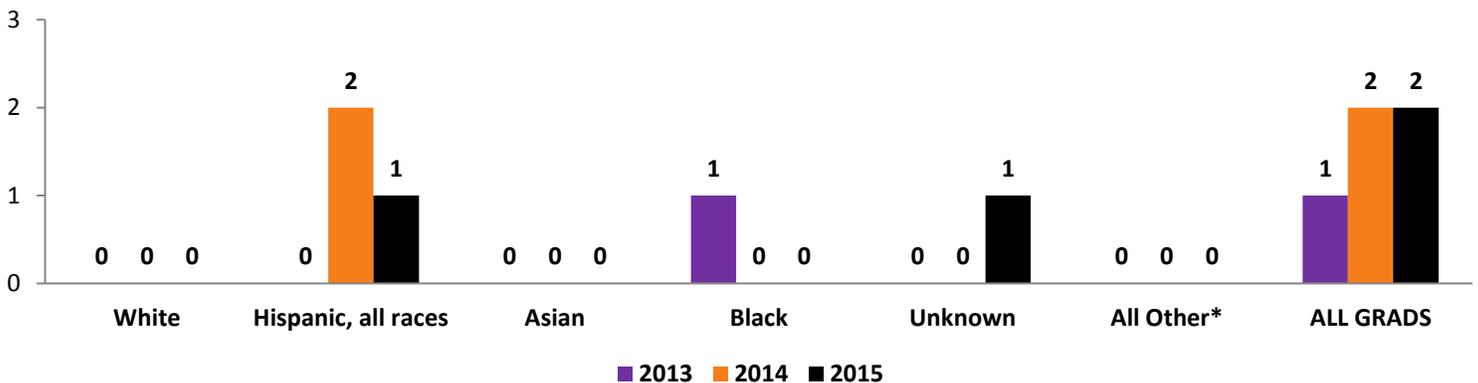
*All Other category includes American Indian/Alaskan Natives, Hawaiian/Pacific Islanders, Non-Resident Aliens and students who reported two or more races.

Source: SURE Degrees Awarded File