Bergen Community College | Center for Institutional Effectiveness

This is a profile of the Certificate 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 2014

0.0%
0.0%
0.0%
100.0%

■ **First-Time*** ■ **Transfer**** ■ **Stop-out*** ** ■ **Returning*** ***
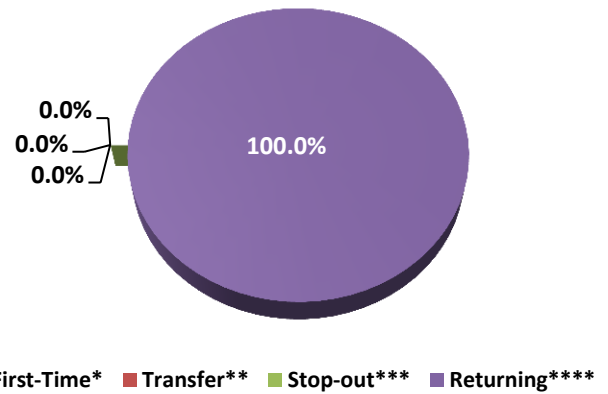
*New to college **New to Bergen (originally enrolled at different institution)
***Not enrolled in previous semester ****Enrolled in previous semester
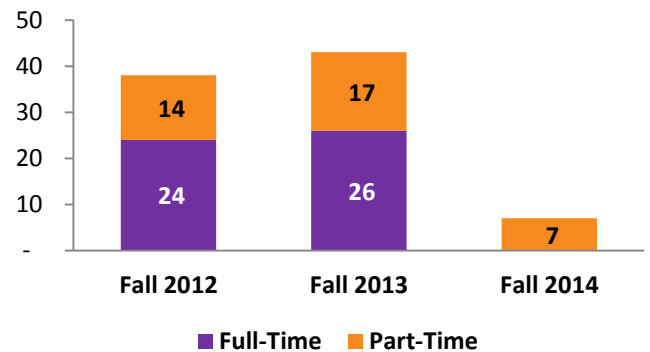
Source: SURE Enrollment File

Enrollment by Attendance

Student Status	Fall 2012	Fall 2013	Fall 2014
Full-Time	2	2	-
Part-Time	3	3	2
TOTAL	5	5	2
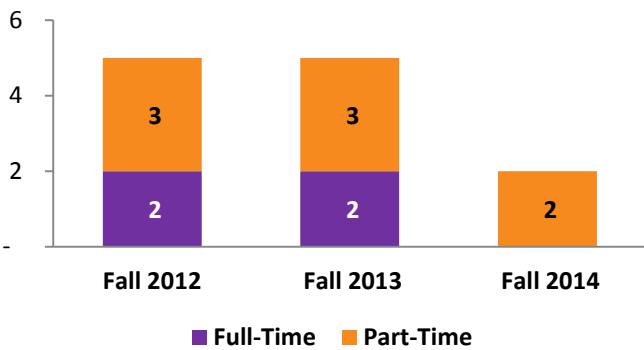
■ **Full-Time** ■ **Part-Time**

Source: SURE Enrollment File

Credits Enrolled by Attendance

Student Status	Fall 2012	Fall 2013	Fall 2014
Full-Time	24	26	-
Part-Time	14	17	7
TOTAL	38	43	7

■ **Full-Time** ■ **Part-Time**

Source: SURE Enrollment File

Enrollment by Gender & Race/Ethnicity, Fall 2014
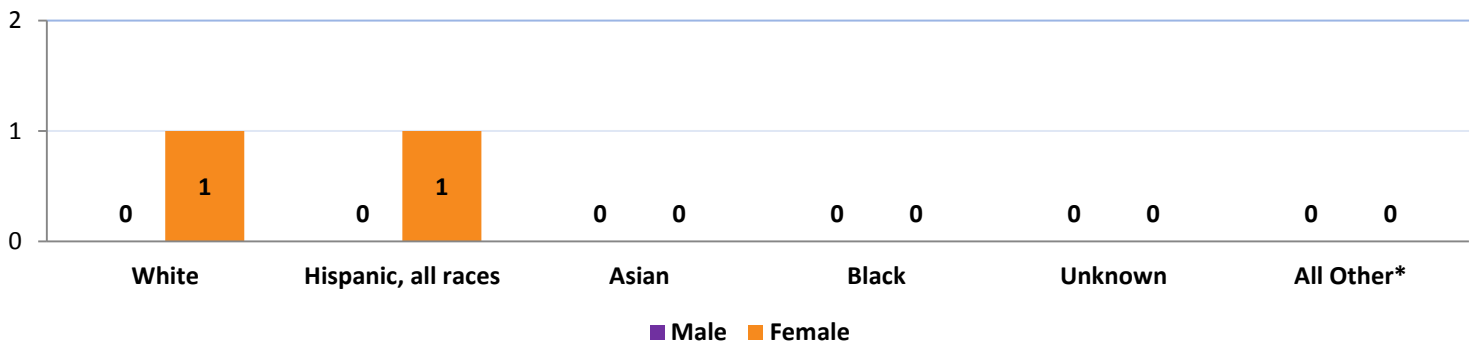
	White	Hispanic, all races	Asian	Black	Unknown	All Other*
Male	0	0	0	0	0	0
Female	1	1	0	0	0	0

■ **Male** ■ **Female**

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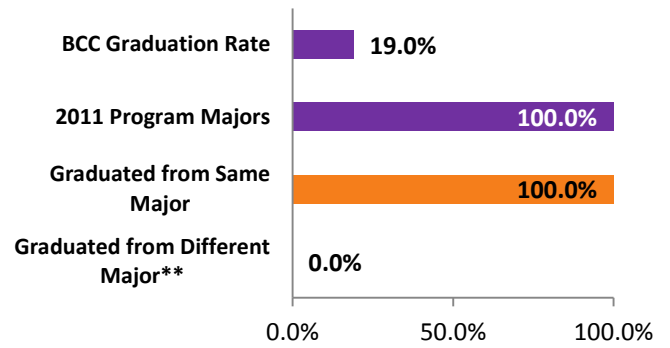
Source: SURE Enrollment File

One-Year Retention, FTFTDS*, Fall 2013

Enrolled in major**: 0.0%
BCC Retention Rate: 68.7%
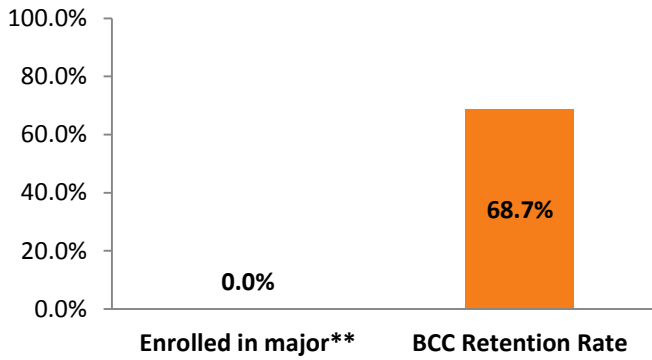
*One-Year Retention Rate includes First-Time, Full-Time, Degree Seeking Students in Fall 2013 who re-enrolled at BCC in Fall 2014. **Students who were First-Time, Full-Time and enrolled in major in Fall 2013 and re-enrolled at BCC in Fall 2014.*

Source: SURE Enrollment File

Graduation Rates, FTFTDS*, Fall 2011

BCC Graduation Rate: 19.0%
2011 Program Majors: 100.0%
Graduated from Same Major: 100.0%
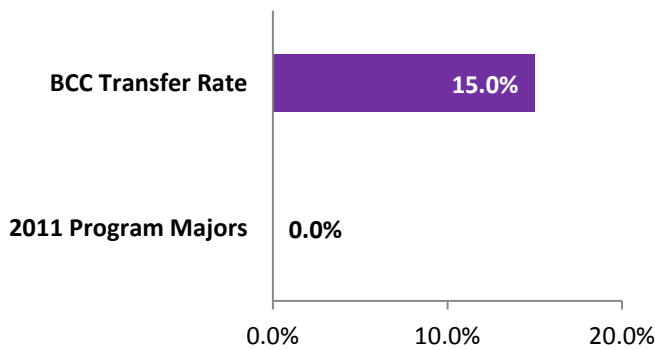Graduated from Different Major**: 0.0%

Graduation Rates based on First-Time, Full-Time, Degree Seeking Students who started at BCC in Fall 2011 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 2011

BCC Transfer Rate: 15.0%
2011 Program Majors: 0.0%

Transfer Rates based on First-Time, Full-Time, Degree Seeking Students who started at BCC in Fall 2011 and transferred without graduating within 3 years (150%).

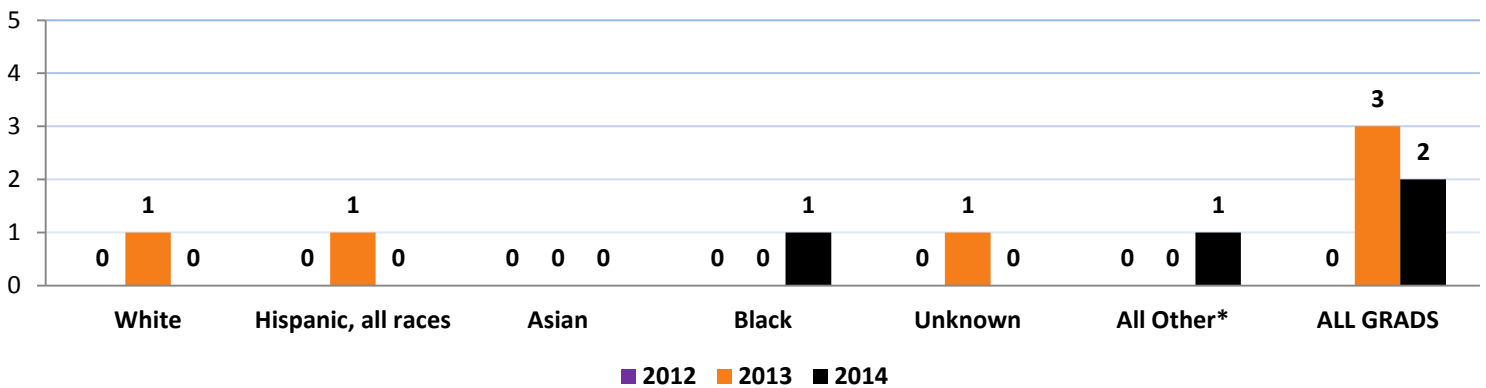*Source: IPEDS Graduation Rates Survey*

Job Growth for Target Occupations, NYC Metro Area*

Target Occupation	2014 Jobs	2024 Jobs	% Change
Executive Secretaries and Executive Administrative Assistants	67,158	66,143	-2.0%
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	174,186	191,822	10.0%
TOTAL	**241,344**	**257,965**	**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

	White	Hispanic, all races	Asian	Black	Unknown	All Other*	ALL GRADS
2012	0	0	0	0	0	0	0
2013	1	1	0	0	1	0	3
2014	0	0	0	1	0	1	2

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