

# Office Technologies

Degree Awarded: Associate in Applied Science

Accredited by the Accreditation Council for Business Schools and Programs  
(ACBSP) 7007 College Boulevard, Suite 420, Overland Park, KS, 66211

## Recommended Course Sequence

First Semester	Credits
ENG 101 Freshman English 1	3
_____ Math/Liberal Arts Science	3
OFT 108 Intermed. Computer Keyboarding*	3
BUS 103 Introduction to Business	3
_____ Emphasis Credits	3
Second Semester	
ENG 102 Freshman English 2	3
_____ Social Science Elective	3
ACC 101 Accounting Principles 1	4
OFT 201 Records/Information Management	3
_____ Emphasis Credits	3
Third Semester	
BUS 203 Business Communications	3
OFT 209 Microsoft Word	3
MGT 205 Human Resource Management	3
_____ Emphasis Credits	3
_____ Emphasis Credits	3-4
Fourth Semester	
OFT 220 Office Internship	3
OFT 214 Excel and Access**	3
_____ Emphasis Credits	3
_____ Emphasis Credits	3
_____ Liberal Arts Elective	2-3

Total Credits: 60-62

\* Students without sufficient keyboarding ability will be required to take OFT 107 Elementary Keyboarding. Students with sufficient keyboarding ability to pass the waiver for OFT 108 fulfill this requirement with a business elective.

\*\* Special legal/medical projects are provided in OFT 109, OFT 207 and OFT 214 for students in these programs.

## Emphasis Areas:

### Legal Office Assistant (18 credits)

First Semester	Credits
BUS 201 Business Law 1	3
Second Semester	
BUS 202 Business Law 2	3
Third Semester	
POL 102 U.S. Government-State & Local	3
OFT 207 Transcription Skills**	3
Fourth Semester	
_____ Math or Liberal Arts Science	3
OFT 110 Legal Documents & Terminology or	3
OFT 109 Advanced Computer Keyboarding**	

### Office Management (19 credits)

First Semester	Credits
BUS 101 Business Math	3
Second Semester	
_____ Math or Liberal Arts Science	3
Third Semester	
ACC 102 Accounting Principles 2	4
BUS 201 Business Law 1	3
Fourth Semester	
_____ Social Science Elective	3
MGT 201 Principles of Management	3

### Secretarial/Word Processing (18 credits)

First Semester	Credits
BUS 101 Business Math	3
Second Semester	
OFT 109 Advanced Computer Keyboarding**	3
Third Semester	
_____ Math or Liberal Arts Science	3
OFT 207 Transcription Skills**	3
Fourth Semester	
_____ Social Science Elective	3
_____ Business Elective	3

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## Program Description

The Associate in Applied Science degree program in Office Technologies prepares graduates to begin their careers as office assistants. Three special emphasis areas are provided: legal office assistant, office manager, and secretary/information processor. Specialized courses combine with the common core courses to prepare graduates to enter the office support staff.

The office assistant provides office support to employers in a wide variety of settings. This support includes document production, computer software capability, records management, telephone interaction, customer service, keyboarding and data entry.

Students learn to use modern office equipment and, through internships, are exposed to realistic office situations. The internship experience includes 90 hours of office work with a cooperating employer along with weekly meetings with the College instructor. Topics for these meetings include: minute-taking instruction, telephone techniques, human relations issues, problem solving, the resume and interview, and the creation of a professional portfolio.

## Admission Criteria

Admission to this program requires that students be high school graduates or have high school equivalency diplomas (HSEs). If students are not high school graduates, they may be eligible for admission to the College's 24 Credit Hour Program. If students are home schooled, they may be eligible for admission. (See pages 7 through 13 for more details on the admission process for all applicants.)

Students without sufficient keyboarding ability will be required to take Elementary Computer Keyboarding. Students with sufficient keyboarding ability to pass the waiver for Intermediate Computer Keyboarding fulfill this requirement with a business elective.

## Program Learning Outcomes

Students will:

- demonstrate the ability to keyboard in correct form business correspondence, which includes letters, interoffice memos, forms, reports, tables, legal documents and financial statements.
- demonstrate the ability to keyboard straight copy for five minutes with a maximum of three errors.
- effectively communicate both orally and in written documents.
- understand the concepts of current information and word processing functions through the successful completion of learning exercises, application problems and exams at a microcomputer workstation.
- learn critical thinking skills through an analytical business report project.

## Career Opportunities

- service
- education
- travel
- entertainment
- manufacturing
- legal and medical
- insurance
- industrial
- media/advertising

## Transfer Opportunities

While the A.A.S. is a degree leading to immediate job placement upon graduation, SUNY Orange has a special relationship for transfer to a B.S. degree in Applied Management with Franklin University.

Other transfer opportunities exist with:

- Franklin University  
(to another related degree)
- Mount St. Mary College
- Ramapo College
- SUNY Empire State College

## Contact Information

Business Department Chair  
(845) 341-4411  
Admissions Office  
(845) 341-4030

This degree has been approved by ACBSP and SUNY NYS Education Department for online distance learning delivery. This does not mean that SUNY Orange offers every course in the program online; however, many are offered in this format. Please check the current credit course schedule for online DL virtual course listings offered each semester.