

OFFICE TECHNOLOGIES



"I've always wanted to continue my education, even though returning to school after many years has been a challenge. I feel fortunate that Orange County Community College and its instructors are providing me with the appropriate skills to succeed in the business world. My goal is office management."

Dolores Tirado

Why Office Technologies?

The business world is everywhere! Office services are in demand as the cornerstone for business success. Office technologies encompasses a broad array of jobs, perhaps more than in any other career. You can choose from office management, legal office assistant or secretarial/word processing. The choice is up to you in the following types of environments.

- Service industries
- Education
- Travel
- Entertainment
- Manufacturing
- Legal and medical
- Insurance
- Industrial
- Media/advertising

Why Office Technologies at SUNY Orange?

The answer is simple: success and cost! For more than 50 years we have been preparing students for careers as office assistants. Three special emphasis areas are provided: legal office assistant, office manager and secretary/information processor. Our outstanding success rate for job placement along with our tremendously affordable tuition rates, makes SUNY Orange the logical place to start on the road to the office career you desire. If you desire to enter the workforce after a shorter period of education, you may want to consider our one-year Clerical Office Assistant certificate program. We are small enough to give you individual attention and experienced enough to give you individual encouragement.

TOP 5 REASONS YOU SHOULD STUDY Office Technologies AT SUNY ORANGE

- ⇒ Small classes, individual attention, accredited by the Association of Collegiate Business Schools and Programs (ACBSP).
- ⇒ The College offers modern office equipment in computer labs and available online courses.
- ⇒ Many office jobs are presently available both locally in the Hudson Valley and nationwide.
- ⇒ Internship experience completes the graduate's resume—some leading to jobs in legal firms, educational environments or civil service positions.
- ⇒ Graduates can transfer to Franklin University for a bachelor's degree in applied management.