

# 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
PES 100	Concepts of Physical Wellness	1
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
PES _____	Physical Education	1

Total Credits: 62-64

\* 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		
BUS 101	Business Math	3
Second Semester		3
_____	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		
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

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.

## 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 (GEDs). 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.

## Student 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  
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Admissions Office  
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