Office Technologies (Secretarial/Word Processing Emphasis) Degree Map

Business

● **CAREER DEGREE**   M **MIDDLETOWN CAMPUS**   DL **DISTANCE LEARNING**

A Day in the Life ...

The Associate in Applied Science degree program in Office Technologies prepares graduates for a broad array of jobs, perhaps more than any other career. You can choose from office management, legal office assistant, or secretarial/word processing. The choice is up to you!

Three Reasons to Consider Office Technologies

1. Three emphasis areas allow you to choose your preferred area of expertise: office manager, legal office assistant, or secretary/word processor.
2. Internship opportunities exist for those who want to build their resumes working for regional companies.
3. Our program is nationally accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

Keep This in Mind

This program includes core courses using modern office equipment in computer labs. There are many office jobs available in both the Hudson Valley and nationally.

Secretarial/Word Processing Gateway Courses:

- Gateway courses: OFT 108, BUS 103, ACC 153
- Key courses: BUS 203, OFT 201, OFT 209, OFT 214, OFT 220
- Electives: Two Social Science Electives, Liberal Arts Elective

Courses above have been recommended by the department to help introduce you to the program (Gateway courses) and guide you in selecting courses that will provide you with the best academic experience (Key courses and suggested Electives).

First Semester

Course #	Course Name	P, C, P/C	Cr
ENG 101	Freshman English 1	P	3
OFT 108	Introduction to Keyboarding and Office Applications		3
_____	Math/Liberal Arts Science		3
BUS 103	Introduction to Business		3
ACC 153	Financial Accounting	P	4
	Total Semester Credits		16

Milestones
During this semester, students should:

- Become familiar with your MySUNY Orange (Degree Works, Gmail, Banner, LMS, alerts and your academic information)

Second Semester

Course #	Course Name	P, C, P/C	Cr
ENG 102	Freshman English 2	P	3
_____	Social Science Elective		3
BUS 101	Business Math	P	3
OFT 201	Records/Information Management	P	3
OFT 109	Advanced Office Applications**	P	3
	Total Semester Credits		15

Milestones
During this semester, students should:

- Seek Academic Support Services/Tutoring
- Join the Business Club

Third Semester

Course #	Course Name	P, C, P/C	Cr
_____	Math/Liberal Arts Science Elective		3
OFT 209	Microsoft Word and PowerPoint	P	3

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Course #	Course Name	P, C, P/C	Cr
BUS 203	Business Communications		3
MGT 205	Human Resource Management		3
OFT 207	Transcription Skills**	P	3
	Total Semester Credits		15

Milestones
During this semester, students should:

- Explore employment and internship opportunities at Career and Internship Services

Fourth Semester

Course #	Course Name	P, C, P/C	Cr
_____	Liberal Arts Elective		2-3
OFT 214	Excel and Access**	P	3
_____	Social Science Elective		3
_____	Business Elective#		3
OFT 220	Office Internship***	P	3
	Total Semester Credits		14-15

Milestones
During this semester, students should:

- Audit your degree using Degree Works
- Apply for graduation

TOTAL DEGREE CREDITS: 60-61

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

***Students need approval of the Chair to register for this course, and at least a 2.0 CGPA

#Business Electives courses begin with ACC, BUS, MKT, MGT, OFT