

# Clerical Office Assistant

■ CAREER CERTIFICATE
 M MIDDLETOWN CAMPUS
 DL DISTANCE LEARNING

## Program Description

**Please Note:** *The Clerical Office Assistant certificate program has been deactivated, as of the Fall 2023 semester, and students are no longer being accepted into the program. However, students currently enrolled in the program will be supported as they complete their program requirements. If you have questions, please contact the Business Department Chair.*

The Clerical Office Assistant certificate program provides the opportunity for graduates to either begin their careers as office assistants or to update their current office skills for re-entry into the business world. Areas of concentration include information processing, data entry, business communications and information management. This certificate works well when stacked with an A.S. or A.A.S. degree program to update or diversify your skill level.

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 take a sequence of office skills courses such as keyboarding, Microsoft Word and PowerPoint, Excel and Access, and transcription. They also learn to compose business documents through the Business Communications course and to manage office documents through the Records/Information Management course.

Students learn to use modern office equipment and computer software as they apply to various work environments. Microsoft Office (Word, Excel, PowerPoint, and Access) skills are developed. To complete this program in one year, students must have basic keyboarding skills before enrolling in the program.

*This certificate has been approved by SUNY and 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 Outcomes

Students will:

- demonstrate the ability to keyboard business correspondence using various computer software programs in word/information processing.
- demonstrate the ability to keyboard straight copy for five minutes with a maximum of three errors.
- understand computer concepts and applications for the office environment.
- learn critical thinking skills through an analytical business report project.

## Admissions Criteria

Admission to this program requires that students be high school graduates or have high school equivalency diplomas (HSEs). If students are home schooled, they may be eligible for admission.

## Transfer Options

While this certificate program prepares you for job placement upon completion, all courses taken for this certificate may be applied to the A.A.S. Office Technologies degree program at SUNY Orange.

## Your Career Coach

Career opportunities

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

## Clerical Office Assistant Gateway Courses:

- Key courses: OFT 201, OFT 207, OFT 209, OFT 214, BUS 203
- Electives: Two Business courses

*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).*

# SUNY Orange

## First Semester

Course #	Course Name	P, C, P/C	Cr
OFT 108	Introduction to Keyboarding and Office Applications		3
OFT 207	Transcription*	P	3
OFT 209	Microsoft Word and PowerPoint**	P	3
	Business Elective***		3
	Total Semester Credits		12

## Milestones

### During this semester, students should:

- Become familiar with your MySUNYOrange (Degree Works, Gmail, Banner, LMS, alerts, your academic information)
- Seek Academic Support Services/Tutoring
- Join the Business Club

## Second Semester

Course #	Course Name	P, C, P/C	Cr
OFT 109	Advanced Office Applications****	P	3
OFT 201	Records/Information Management	P	3
OFT 214	Excel & Access	P	3
BUS 203	Business Communications		3
	Business Elective***		3
	Total Semester Credits		15

## Milestones

### During this semester, students should:

- Audit your degree using Degree Works
- Apply for Graduation

## TOTAL DEGREE CREDITS: 27

## Notes:

\*Prerequisite OFT 108 or placement by department and MAT 010 or placement into MAT 020 or higher

\*\*Prerequisite OFT 108 or placement by department

\*\*\*Business Elective equals courses beginning with ACC, BUS, MGT, MKT, OFT. Speak with your advisor for the best choice to meet your goals.

\*\*\*\*Prerequisite OFT 108