

# Clerical Office Assistant Degree Map

■ CAREER CERTIFICATE  
 M MIDDLETOWN CAMPUS  
 DL DISTANCE LEARNING

## A Day in the Life ...

The Clerical Office Assistant Certificate offers you a one-year introduction to general business office literacy skills and concepts. A supplement to an AAS degree to gain knowledge of the keyboarding, office applications, the Microsoft Office Suite and information management. This certificate assumes you have basic English and Math skills.

## Three Reasons to Consider This Program

1. Small classes to give you individual attention and provide individual encouragement from credentialed faculty.
2. Develop introductory office management skills to begin building a career in office management.
3. Nationally accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

## Keep This in Mind

Students learn information and records management that allow for entry into an front office.

Detailed classes in Word, Excel, PowerPoint and Access are provided to enhance the understanding of real-world office applications.

## 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).*

## 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 (DegreeWorks, 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

## **SUNY Orange**

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\*\*\*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