

Office Technologies (Legal Office Assistant Emphasis) Degree Map



● 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.

Legal Office Assistant 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 |
| POL 102 | U.S. Government - State and Local | | 3 |
| OFT 201 | Records/Information Management | P | 3 |
| Either | Legal Documents and Terminology | P | |
| OFT 110 | | | |
| Or | Advanced Office Applications** | P | 3 |
| OFT 109 | | | |
| | Total Semester Credits | | 15 |

Milestones

During this semester, students should:

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

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Third Semester

| Course # | Course Name | P, C, P/C | Cr |
|----------|-------------------------------|-----------|----|
| BUS 201 | Business Law 1 | | 3 |
| OFT 209 | Microsoft Word and PowerPoint | P | 3 |
| 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 |
| Either | Math | | 3 |
| Or | Liberal Arts Science | | |
| BUS 202 | Business Law 2 | P | 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