Office Technologies

Business

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

Accredited by
Accreditation Council for Business Schools and Programs (ACBSP)
7007 College Boulevard, Suite 420
Overland Park, KS 66211

Program Description

Please Note: *The AAS Office Technologies degree 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 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/word processing. 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.

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 Outcomes

Students will:

- demonstrate the ability to keyboard in correct form business correspondence, which includes letters, interoffice memos, email, 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 personal computer workstation
- learn critical thinking skills through an analytical business report project

Admission 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.

All students begin with Introduction to Keyboarding and Office Applications to build basic keybaording proficiency.

Transfer Options

While the A.A.S. is a degree that prepares youfor employment, SUNY Orange students have successfully transferred to:

- Franklin University (to another related degree)
- Mount St. Mary College
- Ramapo College
- SUNY Empire State College

Your Career Coach

Career opportunities exist in the following fields:

- service
- education
- travel
- entertainment
- manufacturing
- legal and medical
- insurance

- industrial
- media/advertising

Explore careers with Career Coach