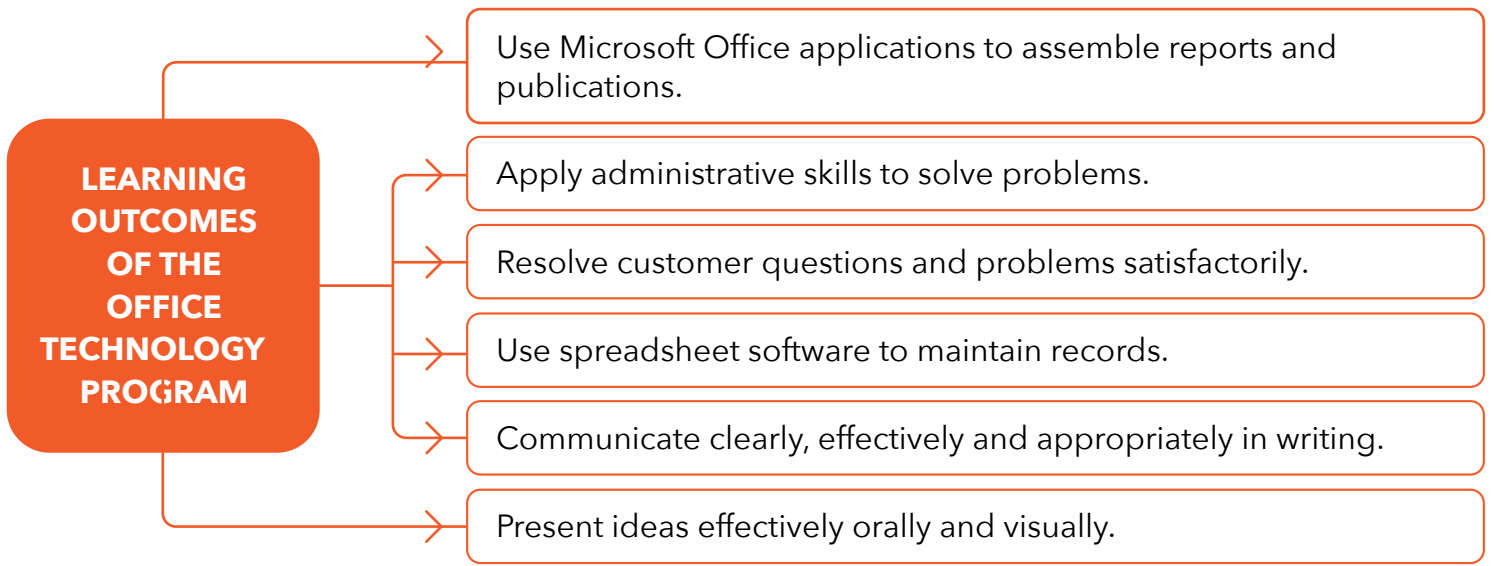


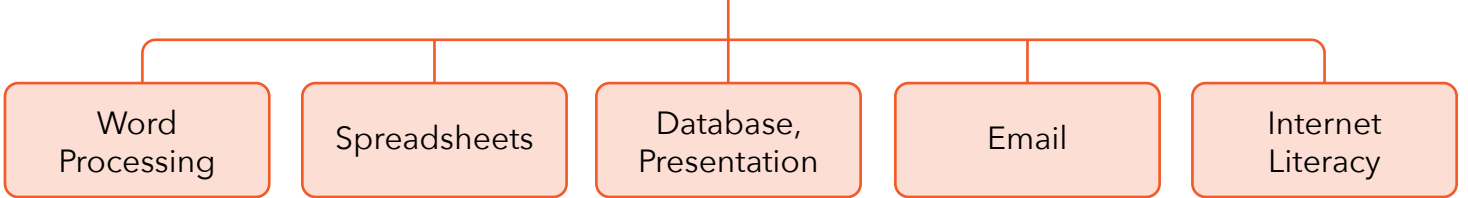


# OFFICE TECHNOLOGY

## Degree Outcomes & Employment



The Office Technology program focuses on the principal software applications used in the modern electronic office including:



Students who graduate with an **A.O.S DEGREE IN OFFICE TECHNOLOGY** are prepared for a wide range of entry-level office administration and office technology positions.

Please see job listings posted below on Indeed in the Office Technology field:

- [Receptionist](#)
- [Front Desk Receptionist](#)
- [Clerical Associate](#)
- [Administrative Assistant](#)
- [Front Desk Assistant](#)
- [Receptionist Evenings](#)

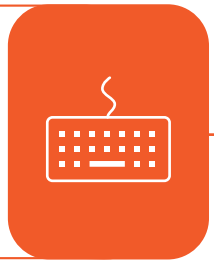


The above positions require their candidates to **demonstrate and integrate proficiency in using microcomputer applications to assemble reports and other publications with word processing, spreadsheets, database, and presentation software.** These skills are taught in:

- COM100 Introduction to Computers
- COM200 Business Applications of Personal Computers
- OFP104 Office Procedures
- COM105 Records Management
- ADM100 Administrative Management

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- ADM100 Administrative Management
- OFP104 Office Procedures

These positions also require their candidates to **integrate the various Microsoft Office programs to assemble reports and other publications.** These skills are taught in:



Also, these positions ask their candidates to be qualified in **demonstrating leadership skills as a(n) receptionist, office clerk, information clerk, secretary, or administrative assistant.** These skills are taught in:

- HRW100 Human Relations in the Workplace
- ADM100 Administrative Management
- BUS102 Customer Service Management
- OFP104 Office Procedures

According to the New York State Department of Labor, the *Regional Long Term State Projections* that in New York City by 2028 there will be a **0.5% increase** increase in Office and Administrative support positions. The annual entry level salary for a Office and Administrative support candidate is \$36,610 with a mean salary of \$57,280.