

Hostos Community College
Office of Academic Achievement
A.A.S. Office Technology (81)
Catalog Year 2011 – 2012

ENG 089 (049) ___ 2cr	ENG 091 (1301) ___ 3cr	ESL 015 (1315) ___ 2cr	ESL 035 (1335) ___ 2cr	ESL 084 (1384) ___ 2cr	MAT 010 (1604) ___ 0cr
ENG 090 (050) ___ 2cr	ENG 092 (1399) ___ 1cr	ESL 016 (1316) ___ 2cr	ESL 036 (1336) ___ 1cr	ESL 086 (1386) ___ 3cr	MAT 020 (1622) ___ 1cr
	ENG 094 (051) ___ 3cr <small>After passing Writing test, credits for ENG 110. NOT to be included with developmental credits</small>	ESL 025 (1325) ___ 2cr	ESL 037 (1337) ___ 1cr	ESL 088 (1388) ___ 2cr	MAT 030 (1624) ___ 2cr <small>Developmental course for students who pass M1 and M2 but not M3. Prerequisite ONLY for MAT 160</small>
		ESL 026 ___ 1cr	ESL 081 (1381) ___ 3cr	ESL 091 (ENG 1300) ___ 3cr	
		ESL 027 ___ 1cr	ESL 082 (1382) ___ 3cr	ESL 092 (ENG 1396) ___ 1cr	
			ESL 083 (1383) ___ 2cr		

Total credits from developmental courses _____

All academic credits for developmental courses listed above can be counted as free electives

CUNY Assessment Tests and Graduation Requirements

Reading ___(P/F)
Writing ___(P/F)
Math I ___(P/F)
Math II ___(P/F)

Two Writing Intensive Courses
1 _____
2 _____

GPA of at least 2.0 ___(Y/N)

Must earn a grade of D or better to acquire academic credit for a course

Liberal Arts Requirements 23 credits

ENG 110 (1302)	Expository Writing	3cr	
ENG 111 (1303)	Literature and Composition	3cr	
<i>Mathematics – One (1) course from the following: 3cr</i>			
MAT 100 (1632)	Introduction to College Math ___3cr	3cr	
MAT 120 (1682)	Introduction to Probability & Statistics ___3cr		
❖Behavioral and Social Sciences: (PSY; SOC; ANT; HIS; POL) 3cr	_____	3cr	
PED elective	Physical Education _____	1cr	
◆Natural Sciences: (BIO, CHE, ENV, PHY) 4cr	_____	4cr	
❖Liberal Arts Elective: 3cr	_____	3cr	
<i>Select One (1) course from the following: 3cr</i>			
❖Humanities: (HUM; BLS; PHI; LAC; VPA 111, 112, 113, 192) 3cr	_____	3cr	
Total General Education Requirements		23cr	

◆Liberal Arts Course Titles for Office Technology

ANT, BSC(Anthropology), BLS(Black Latin Studies), ENG(English) [ENG 210(1342): Studies in Fiction, ENG 211(1354) The Modern American Novel, ENG 212(1346) Studies in Drama, ENG 213(1352) Shakespeare, ENG 214(1365) Readings in Poetry, ENG 215:The Bible and Literature, ENG 221(1348) Introduction to Children's Literature, ENG 222(1350) Latin American Literature in Translation, ENG 223(1356) Women in Literature, ENG 224(1351) Literature & Psychology, ENG 225(1358) Literature of the Black American, ENG 226(1360) Literature of Science Fiction, ENG 227(1364) Literature and Aging, ENG 228(1368) Literature & Illness, ENG 230(1341) Language, Culture & Society], FRE(French), HIS(History), HUM(Humanities), ITA(Italian), LAC(Latin and Caribbean Studies), PHI(Philosophy), PSY(Psychology), SOC(Sociology), SPA(Spanish), VPA(Visual and Performing Arts) 111, 112, 113, or 192, WGS (Women's & Gender Studies), WST(Women's Studies)

◆Natural Science Titles

BIO(Biology), CHE(Chemistry), ENV(Environmental Science), PHY(Physics)

Major Requirements 29 credits

BUS 100 (1802)	Introduction to Business	3cr	
ACC 100 (1841)	Introduction to Accounting	2cr	
OT 101 (MSS 5602)	Basic Computer Keyboarding	3cr	
OT 102 (MSS 5604)	Intermediate Computer Keyboarding	3cr	
OT 103 (MSS 5670)	Introduction to Computer Software Packages	3cr	
OT 104 (MSS 5656)	Office Systems and Procedures	3cr	
OT 201 (MSS 5606)	Advanced Computer Keyboarding	3cr	
OT 202 (MSS 5626)	Transcription	3cr	
OT 203 (MSS 5664)	Business Communications	3cr	
OT 207 (MSS 5634)	Office Technology Internship	2cr	
OT 208 (MSS 5650)	Professional Office Management	3cr	
Total Major Requirements		31cr	

Option Requirements 9 credits

Select courses from only one (1) option

<input type="checkbox"/> Administrative Assistant	<input type="checkbox"/> Legal Administrative Assistant	<input type="checkbox"/> Medical Office Manager
BUS 240 (1822) Entrepreneurship ___3cr	LEG 101 (8500) Intro to the Legal System ___3cr	OT 206 (MSS 5651) Medical Billing and Insurance ___3cr
WEB 101 Fundamentals of Web Design ___3cr	OT 205 Legal Terminology/Transcription ___3cr	OT 204 (MSS 5649) Medical Terminology/Transcription ___3cr

Total Option Requirements 9cr

Total for A.A.S. Degree Completion 60cr

Advisor Signature _____

Student Signature _____