

Eugenio Maria de Hostos Community College of the City University of New York  
Academic Advisement, Division of Academic Affairs

For an Associate in Applied Science (A.A.S.) Office Technology

**Office Technology (A.A.S.)**

- *The Office Technology Program prepares administrative support professionals for today's technological offices. The program offers three (3) options leading to an Associate in Applied Science (A.A.S.) degree: Administrative Assistant, Legal Administrative Assistant, and Medical Office Manager. Students in degree options are provided with work-related experience through a required internship program.*
- *The Office Technology Program also offers three (3) credit bearing certificate programs: Administrative Assistant, Legal Administrative Assistant and Medical Office Manager. Courses in the certificate programs can be applied toward degree options.*
- *Course content incorporates the latest technology and software programs. Students are made aware of critical thinking skills, communications skills, and teamwork skills essential for success in today's challenging workplace.*

**Administrative Assistant, Legal Administrative Assistant, Medical Office Manager**

<b>General Education Requirements .....</b>	<b>Credits</b>
ENG 110 ..... Expository Writing .....	3
ENG 111 ..... Literature and Composition .....	3
Mathematics ..... MAT 100 or 120 .....	3
Behavioral & Social Sciences .....	3
Natural Sciences .....	4
Humanities .....	3
Liberal Arts Elective .....	3
<b>Total.....</b>	<b>22</b>

<b>Major Requirements .....</b>	<b>Credits</b>
BUS 100..... Introduction to Business .....	3
BUS 201 ..... Principles of Management .....	3
BUS 203 ..... Business Communications .....	3
OT 101 ..... Basic Computer Keyboarding & Document Formatting .....	3
OT 102..... Intermediate Computer Keyboarding & Document Formatting.....	3
OT 103..... Introduction to Computer software Packages .....	3
OT 104 ..... Office Systems and Procedures .....	3
OT 201 ..... Advanced Computer Keyboarding & Document Formatting .....	3
OT 202..... Transcription .....	3
COOP 101..... Introduction to Career Practices.....	1
COOP 102 ..... Work Experience I .....	1
<b>Total.....</b>	<b>29</b>

**Select one option from the following:**

**Administrative Assistant**

ACC 100 ..... Introduction to Accounting .....	2
BUS 210 ..... Business Law I .....	3
BUS 240 ..... Entrepreneurship .....	3
Free elective credit .....	1

**OR**

**Legal Administrative Assistant**

LEG 101 ..... Intro to the Legal System .....	3
OT 205 ..... Legal Terminology/Transcription .....	3
Free elective credits .....	3

**OR**

**Medical Office Manager**

HLT 124 ..... Medical Terminology .....	3
OT 204 ..... Medical Terminology/Transcription.....	3
OT 206 ..... Medical Billing and Insurance .....	3

<b>Total Option Requirements .....</b>	<b>9</b>
<b>Total.....</b>	<b>60</b>

**Certificate Programs in Administrative Assistant, Medical Office Manager,  
and Legal Administrative Assistant**

<b>First Semester .....</b>	<b>Credits</b>
OT 102..... Intermediate Computer Keyboard and Document Formatting.....	3
OT 103..... Introduction to Computer Software Packages.....	3
OT 104 ..... Office Systems and Procedures.....	3
OT 202..... Transcription .....	3
Elective..... Humanities .....	3
<b>Subtotal .....</b>	<b>15</b>

<b>Second Semester .....</b>	<b>Credits</b>
Elective..... Behavioral/Social Sciences .....	3
OT 201..... Advanced Computer Keyboarding and Document Formatting.....	3
ENG 110..... Expository Writing .....	3

**Select one Option from the following:**

***Medical Office Manager (6 credits)***

OT 204..... Medical Terminology/Transcription .....	3
OT 206..... Medical Billing and Insurance .....	3

***Legal Administrative Assistant (6 credits)***

OT 205..... Legal Terminology/Transcription .....	3
LEG 101 ..... Introduction to Legal System.....	3

***Administrative Assistant (6 credits)***

OT 208 ..... Professional Office Management .....	3
BUS 240 ..... Entrepreneurship .....	3

<b>Subtotal .....</b>	<b>15</b>
<b>Total for Certificate .....</b>	<b>30</b>