

Eugenio María 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

**PATHWAYS - Office Technology**

**REQUIRED COMMON CORE** **CREDITS**

<b>English Composition .....</b>	<b>6</b>
ENG 110, ENG 111	
<b>Mathematical &amp; Quantitative Reasoning</b>	
MAT 100 <b>OR</b> MAT 120 .....	3
<b>Life &amp; Physical Sciences .....</b>	<b>3</b>
BIO 110, BIO 111 (Lab), BIO 210, BIO 220, BIO 230, BIO 240, CHE 105, CHE 110, CHE 210, CHE 220, ENV 110, ENV 111 (Lab), PHY 105, PHY 110, PHY 120, PHY 210, PHY 220.	

**FLEXIBLE COMMON CORE**

**CHOOSE FROM ANY FLEXIBLE COMMON CORE AREA**

Behavioral & Social Sciences .....	3
Humanities .....	3
Liberal Arts Elective .....	3

**MAJOR REQUIREMENTS** **CREDITS**

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
Science Lab.....	.....	1

**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 Credits for Degree .....</b>	<b>60</b>
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