

HOSTOS COMMUNITY COLLEGE DEGREE PROGRAMS

Office Assistant Certificate

Certificate Programs in Office Assistant, Medical Office Assistant, and Legal Office Assistant

First Semester	Credits
OT 102Intermediate Computer Keyboard and Document Formatting	3.0
OT 103Introduction to Computer Software Packages	3.0
OT 104Office Systems and Procedures	3.0
OT 202Transcription	3.0
ElectiveHumanities	3.0
Subtotal	15.0
Second Semester	Credits
ElectiveBehavioral/Social Sciences	3.0
OT 201Advanced Computer Keyboarding and Document Formatting	3.0
ENG 110Expository Writing	3.0

Select one Option from the following:

Medical Office Assistant (6 credits)

OT 204Medical Terminology/Transcription	3.0
OT 206Medical Billing and Insurance	3.0

Legal Office Assistant (6 credits)

OT 205Legal Terminology/Transcription	3.0
LEG 8500Introduction to Legal System	3.0

Office Assistant (6 credits)

OT 208Professional Office Management	3.0
BUS 240Entrepreneurship	3.0

Subtotal	15.0
Total for Certificate	30.0