

HOSTOS COMMUNITY COLLEGE

MAJORS

OFFICE TECHNOLOGY

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.

Program of Study Leading to the A.A.S. Degree in Office Technology

Administrative Assistant, Legal Administrative Assistant, Medical Office Manager

I. General Education Requirements	Credits
ENG 110 Expository Writing	3.0
ENG 111 Literature and Composition	3.0
Mathematics. MAT 100 or 120	3.0
Behavioral & Social Sciences	3.0
(Anthropology, History, Political Science, Psychology or Sociology)	
PED	1.0
Natural Sciences	4.0
Humanities	3.0
(Africana Studies, Humanities, Latin American and Caribbean Studies, Philosophy, Visual and Performing Arts 111, 112, 113, or 192)	
Liberal Arts Elective	3.0
Choose one from the following:	
Anthropology, History, Political Science, Psychology, Sociology, English 210-230, Women's Studies, Africana Studies, Humanities, Latin American and Caribbean Studies, Philosophy, French, Italian, Spanish, Visual and Performing Arts 111, 112, 113, or 192	
Total General Education Requirements	23.0

II. Major Requirements	Credits
BUS 100 Introduction to Business	3.0
ACC 100 Introduction to Accounting	2.0
OT 101 Basic Computer Keyboarding & Document Formatting	3.0
OT 102 Intermediate Computer Keyboarding & Document Formatting	3.0
OT 103 Introduction to Computer Software Packages	3.0

OT 104 Office Systems and Procedures	3.0
OT 201 Advanced Computer Keyboarding & Document Formatting	3.0
OT 202 Transcription	3.0
OT 203 Business Communications	3.0
OT 207 Office Technology Internship	2.0
OT 208 Professional Office Mgmt	3.0
Total Major Requirements	31.0

III. Select one option from the following:

Administrative Assistant	
BUS 240 Entrepreneurship	3.0
WEB 101 Fundamentals of Web Design	3.0
OR	
Legal Administrative Assistant	
LEG 8500 Intro to the Legal System	3.0
OT 205 Legal Terminology / Transcription	3.0
OR	
Medical Office Manager	
OT 206 Medical Billing and Insurance	3.0
OT 204 Medical Terminology/ Transcription	3.0
Total Option Requirements	6.0
Total A.A.S. Degree in Office Technology	60.0

Recommended Course Sequence for Degree Options

First Semester	Credits
OT 101 Basic Computer Keyboarding and Document Formatting	3.0
ENG 110 Expository Writing	3.0
BUS 100 Introduction to Business	3.0
Choose Behavioral & Social Sciences	3.0
Choose Humanities	3.0
Choose Physical Education	1.0
Subtotal	16.0

Second Semester	Credits
OT 102 Intermediate Computer Keyboarding & Document Formatting	3.0
OT 103 Introduction to Computer Software Packages	3.0
OT 104 Office Systems and Procedures	3.0
MAT MAT 100 or 120	3.0
ENG 111 Literature and Composition	3.0
Subtotal	15.0

Third Semester	Credits
OT 201 Advanced Computer Keyboarding & Document Formatting	3.0
OT 202 Transcription	3.0
OT 203 Business Communications	3.0
ACC 100 Introduction to Accounting	2.0
Choose Natural Sciences	4.0
Subtotal	15.0

Fourth Semester	Credits
OT 207 Office Technology Internship	2.0
OT 208 Professional Office Mgmt	3.0
Elective Liberal Arts	3.0
OPTIONS:	6.0
Administrative Assistant, OR	
Legal Administrative Assistant, OR	
Medical Office Manager	
Subtotal	14.0
Total Credits A.A.S.	60.0

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

First Semester	Credits
OT 102 Intermediate Computer Keyboard & Document Formatting	3.0
OT 103 Introduction to Computer Software Packages	3.0
OT 104 Office Systems & Procedures	3.0
OT 202 Transcription	3.0
Elective Humanities	3.0
Subtotal	15.0

Second Semester	Credits
Elective Behavioral/Social Sciences	3.0
OT 201 Advanced Computer Keyboarding & Document Formatting	3.0
ENG 110 Expository Writing	3.0
Select one Option from the following:	
Medical Office Manager (6 credits)	
OT 204 Medical Terminology /Transcription	3.0
OT 206 Medical Billing and Insurance	3.0
Legal Administrative Assistant (6 credits)	
OT 205 Legal Terminology /Transcription	3.0
LEG 8500 Introduction to Legal System	3.0
Administrative Assistant (6 credits)	
OT 208 Professional Office Mgmt	3.0
BUS 240 Entrepreneurship	3.0
Subtotal	15.0
Total for Certificate	30.0