

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 Requirements23.0

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 143 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 Mgmt3.0 |
| 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 101 | 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 |

144

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 |