

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**

- *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 .....	3.0
ENG 111 .....Literature and Composition .....	3.0
Mathematics .....MAT 100 or 120 .....	3.0
Behavioral & Social Sciences .....	3.0
Natural Sciences .....	4.0
Humanities .....	3.0
Liberal Arts Elective .....	3.0
<b>Total.....</b>	<b>22.0</b>

<b>Major Requirements</b>	<b>Credits</b>
BUS 100 .....Introduction to Business .....	3.0
BUS 201 .....Principles of Management .....	3.0
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
BUS 203 .....Business Communications .....	3.0
COOP 101 .....Introduction to Career Practices.....	1.0
COOP 102 .....Work Experience I .....	1.0
<b>Total.....</b>	<b>29.0</b>

**Select one option from the following:**

**Administrative Assistant**

ACC 100 .....	Introduction to Accounting .....	2.0
BUS 240 .....	Entrepreneurship .....	3.0
BUS 210 .....	Business Law I .....	3.0
Free elective credit .....		1.0

**OR**

**Legal Administrative Assistant**

LEG 101 .....	Intro to the Legal System .....	3.0
OT 205 .....	Legal Terminology/Transcription .....	3.0
Free elective credits .....		3.0

**OR**

**Medical Office Manager**

HLT 124 .....	Medical Terminology .....	3.0
OT 204 .....	Medical Terminology/Transcription .....	3.0
OT 206 .....	Medical Billing and Insurance .....	3.0

**Total Option Requirements .....**9.0

**Total.....**60.0

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

**First Semester..... Credits**

OT 102.....	Intermediate Computer Keyboard and Document Formatting .....	3.0
OT 103.....	Introduction to Computer Software Packages .....	3.0
OT 104 .....	Office Systems and Procedures.....	3.0
OT 202.....	Transcription .....	3.0
Elective.....	Humanities .....	3.0
<b>Subtotal .....</b>		<b>15.0</b>

**Second Semester..... Credits**

Elective.....	Behavioral/Social Sciences .....	3.0
OT 201.....	Advanced Computer Keyboarding and 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 101 .....	Introduction to Legal System .....	3.0

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

OT 208 .....	Professional Office Management .....	3.0
BUS 240 .....	Entrepreneurship .....	3.0

**Subtotal .....**15.0

**Total for Certificate.....**30.0