

A.A.S. DEGREE IN OFFICE TECHNOLOGY

Academic degree map of the Office Technology Program, see link below.

https://www.hostos.cuny.edu/Hostos/media/Office-of-Academic-Affairs/Academic-Advisement/Office-Technology-Administrative-Assistant-AS-Final_3.pdf

https://www.hostos.cuny.edu/Hostos/media/Office-of-Academic-Affairs/Academic-Advisement/office_technology_medical_office_manager_AAS-Final_5.pdf

For more information, see link below.

<https://www.hostos.cuny.edu/Hostos/media/Office-of-Academic-Affairs/Academic-Advisement/Office-Technology-AAS-10-01-2019.pdf>

SKILLS

Decision making skills. Secretaries and administrative assistants often prioritize tasks and make decisions on their employers' behalf, so good judgment is essential.

Interpersonal skills. Secretaries and administrative assistants interact with clients, customers, or staff. They should communicate effectively and be courteous when interacting with others to create a positive work environment and client experience.

Organizational skills. Secretaries and administrative assistants keep files, folders, and schedules in proper order so an office can run efficiently.

Writing skills. Secretaries and administrative assistants write memos and emails when communicating with managers, employees, and customers. Therefore, they must have good grammar, ensure accuracy, and maintain a professional tone.

PAY

\$14.45 hourly pay in May 2019

The median hourly wage for receptionists was \$14.45 in May 2019.

SAMPLE JOB TITLES

Administrative Assistant, Receptionists, Legal Secretary, Executive Administrative Assistant, Medical Secretary

Job Outlook

4% Growth

4 percent from 2019 to 2029, about as fast as the average for all occupations.

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Receptionists, on the Internet at <https://www.bls.gov/ooh/office-and-administrative-support/receptionists.htm> (visited September 12, 2020).

RESOURCES

<https://www.bls.gov/ooh/>

<http://hostos.cuny.edu/Administrative-Offices/Career-Services-Office>

<https://access.vault.com/>

<https://hostos-csm.symplicity.com/>