

## 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-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/career-insider-login.aspx?aid=148711>

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