

A.A.S. in Office Technology

Description of the Office Technology Program:

The Office Technology Unit offers an **A.A.S. degree in Office Technology** with three options: Administrative Assistant, Legal Administrative Assistant or Medical Office Manager. Upon completion of the program, students are prepared for employment in the business world and the allied health field. The required internship program provides students with workplace-related experiences. 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.

For more information, see link below

http://www.hostos.cuny.edu/Hostos/media/Office-of-Academic-Affairs/Academic-Advisement/Office-Technology-AAS_2.pdf

Skills:

Integrity. Secretaries may have access to sensitive or private information that they must keep confidential. For example, medical secretaries collect patient data that are required, by law, to be kept confidential. They should be trusted to handle this information in order to protect patient privacy.

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

Sample Job Titles:

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

Employment Outlook:

Employment of receptionists is projected to grow 9 percent from 2016 to 2026, about as fast as the average for all occupations.

<https://www.bls.gov/ooh/office-and-administrative-support/receptionists.htm#tab-6>

Career Path:

The median annual wage for secretaries and administrative assistants was \$37,230 in May 2016. High school graduates with basic office and computer skills usually qualify for entry-level positions. Although most secretaries learn their job in several weeks, many legal and medical secretaries require several months of training to learn industry-specific terminology. Executive secretaries usually need several years of related work experience. For executive secretary positions, employers increasingly prefer to hire those who have taken some college courses or have a bachelor's degree.

<http://www.bls.gov/ooh/office-and-administrative-support/secretaries-and-administrative-assistants.htm>

Career Coach – Search career information and current local wage data

<https://hostos-cuny.emsicc.com/careers/secretary-and-administrative-assistant-except-legal-medical-and-executive/about>