# ACADEMIC DEGREE MAP
## OFFICE TECHNOLOGY
## MEDICAL OFFICE MANAGER OPTION (DEVELOPMENTAL NEED)
### Associate of Applied Science

**Hostos** Community College

**CU NY**

### 1

| COURSE | | CREDITS | COMPLETED |
|---|---|---|---|
| **MAT 20:** Elementary Algebra | ⭐ | 0 | ☐ |
| **ENG 110:** Expository Writing (Required Common Core: English Composition) | ⭐ | 3 | ☐ |
| **BUS 100:** Introduction to Business | 🎖️⭐ | 3 | ☐ |
| **OT 101:** Basic Computer Keyboarding & Document Formatting | 🎖️⭐ | 3 | ☐ |

**SUB-TOTAL 9**

### 2

| COURSE | | CREDITS | COMPLETED |
|---|---|---|---|
| **MAT 100 OR MAT 120:** Intro to College Mathematics I OR Intro to Probability & Statistics (Required Common Core: Mathematical & Quantitative Reasoning) | ⭐ | 3 | ☐ |
| **ENG 111:** Literature and Composition (Required Common Core: English Composition) | | 3 | ☐ |
| **HLT 124:** Medical Terminology | 🎖️⭐ | 3 | ☐ |
| **OT 102:** Intermediate Computer Keyboarding & Document Formatting | 🎖️ | 3 | ☐ |

**GET AHEAD! TAKE CLASSES DURING THE SUMMER** — **SUB-TOTAL 12**

### 3

| COURSE | | CREDITS | COMPLETED |
|---|---|---|---|
| **OT 103:** Introduction to Computer Software Packages | 🎖️ | 3 | ☐ |
| **OT 104:** Office Systems and Procedures | 🎖️⭐ | 3 | ☐ |
| **OT 105:** Electronic Health Records | 🎖️ | 3 | ☐ |
| **BUS 201:** Principles of Management | 🎖️ | 3 | ☐ |

**SUB-TOTAL 12**

### 4

| COURSE | | CREDITS | COMPLETED |
|---|---|---|---|
| 🔍 **REQUIRED COMMON CORE: LIFE AND PHYSICAL SCIENCES W/LAB** | | 3 - 4 | ☐ |
| **OT 206:** Medical Billing & Insurance | 🎖️⭐ | 3 | ☐ |
| 🔍 **FLEXIBLE COMMON CORE:** Behavioral/Social Science Elective | | 3 | ☐ |
| 🔍 **FLEXIBLE COMMON CORE:** Humanities Elective | | 3 | ☐ |

**SUB-TOTAL 12 - 13**

**CONTINUE TO PAGE 2**

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🎖️ **MAJOR REQUIREMENT**  ⭐ **MILESTONE**

MILESTONES ARE COURSES THAT MUST BE TAKEN IN SEQUENTIAL ORDER

**TWO WRITING INTENSIVE COURSES REQUIRED FOR GRADUATION**

**15 CREDITS PER SEMESTER**
GRADUATE ON TIME, SAVE MONEY & START YOUR CAREER!

**EXCELSIOR SCHOLARSHIP**
COVERS FULL TUITION MUST EARN 30 CREDITS PER YEAR

www.hostos.cuny.edu/excelsior

**CAMPUS SUPPORT FOR ACADEMIC SUCCESS**
- LIBRARY
- TUTORING CENTER
- WRITING CENTER
- COMPUTER LABS
- TECHNOLOGY WORKSHOPS
- COUNSELING
- SCHOLARSHIPS

**CAREER COACH**
CAREER COACH IS AN ONLINE TOOL THAT HELPS STUDENTS EXPLORE MAJORS AND IN-DEMAND CAREERS

www.hostos.cuny.edu/careercoach

**DEGREE AUDIT**
TO VIEW FULL DEGREE MAP ONLINE, SCAN QR CODE BELOW:

degreeworks.cuny.edu

**NOTES**

*STUDENTS ARE REQUIRED TO TAKE BUS 203 AS WRITING INTENSIVE.

- STUDENTS WHO EARN A MEDICAL BILLING AND CODING CERTIFICATE WITH HOSTOS' DIVISION OF CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT (CEWD) ARE ELIGIBLE FOR COLLEGE CREDIT FOR HLT 124, OT 206 AND OT 210.

- STUDENTS WHO EARN AN ELECTRONIC HEALTH RECORDS SPECIALIST CERTIFICATE WITH HOSTOS' DIVISION OF CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT (CEWD) ARE ELIGIBLE FOR COLLEGE CREDIT FOR OT 105.

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## OFFICE TECHNOLOGY – MEDICAL OFFICE MANAGER OPTION
## (DEVELOPMENTAL NEED)

**CU NY**

**Hostos** Community College

**5**

| COURSE | | CREDITS | COMPLETED |
|---|---|---|---|
| **BUS 203:** Business Communications (WI)* | 🏅 | 3 | ☐ |
| **COOP 101:** Introduction to Careers Practices | 🏅 | 1 | ☐ |
| **COOP 102:** Work Experience I | 🏅 | 1 | ☐ |
| **OT 209:** Medical Office Procedures | 🏅 | 3 | ☐ |
| **OT 210:** Medical Billing/Coding and Insurance II | 🏅 | 3 | ☐ |
| 🔍 **FLEXIBLE COMMON CORE:** Liberal Arts Elective | | 3 | ☐ |

**SUB-TOTAL 14**

**TOTAL CREDITS 60**

You've **FINISHED** 🎓

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