

# ACADEMIC DEGREE MAP OFFICE TECHNOLOGY



ADMINISTRATIVE ASSISTANT OPTION (DEVELOPMENTAL NEED)

	ASSUCIATE OF APPLIED SCIENCE							
4	COURSE			CREDITS (	COMPLETED			
Ш	MAT 20: Elementary Algebra		$\Rightarrow$	0		MAJOR REQUIREMEN		
	BUS 100: Introduction to Business		$\Rightarrow$	3		MILESTONES ARE TAKEN IN S		
	OT 101: Basic Computer Keyboarding & Document Formatting		$\Rightarrow$	3		TWO WRI' COURSES		
	ENG 110: Expository Writing (Required Common Core: English Composition)		$\Rightarrow$	3		15 CREDITS		
		011	D TOT			MONEY & STA		
	COURSE	SU	B-TOT	EXCELSION				
4	MAT 100 OR Above: Intro to College Mathematics I OR Above		$\stackrel{\bigstar}{\rightleftharpoons}$	REDITS (	COMPLETED	COVERS MUST EARN 3		
	ACC 100: Introduction to Accounting			2		www.hostos.		
	<b>0T 102:</b> Intermediate Computer Keyboarding & Document Formatting			3		• LIBRARY • TUTORING CEN		
	BUS 110: Business Ethics			3		WRITING CEN     COMPUTER L     TECHNOLOGY     COUNSELING		
	ENG 111: Literature and Composition (Required Common Core: English Composition)			3		• SCHOLARSHI		
2	GET AHEAD! TAKE CLASSES DURING THE SUMMER	SU	В-ТОТ	AL 14		CAREER COACH IS HELPS STUDENTS		
	COURSE		(	CREDITS	COMPLETED	IN-DEM		
ر د	REQUIRED COMMON CORE: LIFE AND PHYSICAL SCIENCES W/LAB			3 - 4		www.hostos.cu		
						0		
	COOP 101: Introduction to Career Practices			1		TO VIEW FULL SCAN QF		
	<b>0T 103:</b> Introduction to Computer Software Packages			3				
	BUS 201: Principles of Management			3		degreew		
	BUS 203: Business Communications (WI)*		D TOT	3 AL 13 - 1		a degree of		
	COURSE	30						
4	<b>0T 104:</b> Office Systems and Procedures			3	COMPLETED	*STUDENTS A TAKE BUS 20 INTENSIVE.		
	BUS 210: Business Law I			3		INTENSIVE.		
•	FLEXIBLE COMMON CORE: Humanities Elective			3				
4	FLEXIBLE COMMON CORE: Behavioral/Social Science Elective			3				
		SU	В-ТОТ	AL 12				



COURSES THAT MUST BE EQUENTIAL ORDER

> **TING INTENSIVE REQUIRED FOR** DUATION

### PER SEMESTER

ON TIME, SAVE RT YOUR CAREER!

FULL TUITION O CREDIT PER YEAR

cuny.edu/excelsior

## SUPPORT FOR

- NTER
- WORKSHOPS

### ER COACH

AN ONLINE TOOL THAT EXPLORE MAJORS AND AND CAREERS

ny.edu/careercoach

### **EE AUDIT**

DEGREE MAP ONLINE, CODE BELOW:



orks.cuny.edu

### OTES

RE REQUIRED TO AS WRITING

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ADMINISTRATIVE ASSISTANT OPTION (DEVELOPMENTAL NEED) **ASSOCIATE OF APPLIED SCIENCE** 

**TOTAL CREDITS 60** 

COURSE		CREDITS	COMPLETED	
COOP 102: Work Experience I	<del></del>	1		
BUS 215: Business Applications Using Excel	<b>A</b>	3		
P FLEXIBLE COMMON CORE: Liberal Arts Elective		3		
BUS 240: Entrepreneurship	<b>A</b>	3		
ELECTIVE: Any Course		1		
	SUB-T	UB-TOTAL 11		

You've **FINISHED** 





MILESTONES ARE COURSES THAT MUST BE TAKEN IN SEQUENTIAL ORDER

> TWO WRITING INTENSIVE **COURSES REQUIRED FOR GRADUATION**

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

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### **DEGREE AUDIT**

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



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