



ACADEMIC DEGREE MAP

OFFICE TECHNOLOGY
MEDICAL OFFICE MANAGER OPTION (DEVELOPMENTAL NEED)
Associate of Applied Science

	THE CONTROL OF THE CO				-	
4 1	COURSE	COMPLETED				
	MAT 20: Elementary Algebra		W	0	Ш	MAJOR MILESTONE
						REQUIREMENT
	FN0 440 - 11 11111		_	•		MILESTONES ARE COURSES THAT MUST
	ENG 110: Expository Writing (Required Common Core: English Composition)		W	3		TAKEN IN SEQUENTIAL ORDER
			A			TWO WRITING INTENSIVE
	BUS 100: Introduction to Business			3		TWO WRITING INTENSIVE
						COURSES REQUIRED FOR
		_				GRADUATION
	OT 101: Basic Computer Keyboarding & Document Formatting			3		
	5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	77				15 CREDITS PER SEMESTER
					)	GRADUATE ON TIME, SAVE
						MONEY & START YOUR CAREE
		SU	B-TOT			
	COURSE		C	REDITS	COMPLETED	EXCELSIOR SCHOLARSHIP
	MAT 100 OR Above: Intro to College Mathematics I OR Above		<b>△</b>	3	□ \	COVERS FULL TUITION
	MAT TOO OR ADDVE: Intro to College Mathematics FOR Above		M	J	Ш	MUST EARN 30 CREDITS PER YEA
	<b>-112</b> 444 177 1 1 1 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1			2		www.hostos.cuny.edu/excelsior
	<b>ENG 111:</b> Literature and Composition (Required Common Core: English Composition)			3		
						CAMPUS SUPPORT FOR
			A			ACADEMIC SUCCESS
	HLT 124: Medical Terminology			3		LIBRARY     TUTORING CENTER
		* *				WRITING CENTER
						COMPUTER LABS
	<b>0T 102:</b> Intermediate Computer Keyboarding & Document Formatting			3		TECHNOLOGY WORKSHOPS     COUNSELING
		77			_	COUNSELING     SCHOLARSHIPS
					)	
						CAREER COACH
						CAREER COACH IS AN ONLINE TOOL THA
	GET AHEAD! TAKE CLASSES DURING THE SUMMER	SU	B-TOT	AL 12		HELPS STUDENTS EXPLORE MAJORS AN
	COURSE			REDITS	COMPLETED	IN-DEMAND CAREERS
7-51						www.hostos.cuny.edu/careercoach
	OT 103: Introduction to Computer Software Packages	-		3		www.nostos.curiy.edu/careercoacri
					_	DEGREE AUDIT
	<b>0T 104:</b> Office Systems and Procedures			3		TO VIEW FULL DEGREE MAP ONLIN
						SCAN QR CODE BELOW:
	OT 105: Electronic Health Records			3		
	CT FOOT Electronic Flouriti Floodings	1				
	BUG 201 Dringiples of Management			3		<b>三型的形式</b>
	BUS 201: Principles of Management	**		J	Ш	LEJ 9395640772
						degreeworks.cuny.edu
		SU	B-TOT	AL 12		NOTES
1	COURSE			REDITS	COMPLETED	*Students are required to take BUS 203 as a
<b>~</b> 4+ 1						Writing Intensive.
	Prequired common core: Life and Physical Sciences W/Lab			3 - 4		
						<ul> <li>Students who earn an Allied Health Certificate with clinical hours (Certified</li> </ul>
						Nursing Assistant; Clinical Medical
	OT 206: Medical Billing & Insurance			3		Assistant; or HIV Counselor) with Hostos' Continuing Education and Workforce
					_	Development Division (CEWD) are
						eligible for college credit for COOP 101 &
	FLEXIBLE COMMON CORE: Behavioral/Social Science Elective			3		COOP 102.
						Students who earn a Medical Billing &
						Coding Certificate with Hostos' Division of
	PERIBLE COMMON CORE: Humanities Elective			3		Continuing Education and Workforce Development (CEWD) or with a
	TELAIDLE COMMINION CORE: FIGURIALITIES ELECTIVE			J		Continuing Education program at another
						CUNY college are eligible for college credits for HLT 124, OT 206 and OT 210.
						Greenes for 111.1 12-4, O1 200 and O1 210.
						Students who earn an Electronic Health
		SU	B-TOT	AL 12	- 13	Records Specialist Certificate with Hostos' Division of Continuing Education and
						Workforce Development (CEWD) are
						eligible for college credit for OT 105.

page 1 of 2

**CONTINUE TO PAGE 2** 



# **ACADEMIC DEGREE MAP**



OFFICE TECHNOLOGY - MEDICAL OFFICE MANAGER OPTION (DEVELOPMENTAL NEED)

4 5	COURSE		CREDITS	COMPLETED		
	BUS 203: Business Communications (WI)*	A	3			
	COOP 101: Introduction to Careers Practices	<b>Q</b>	1			
	COOP 102: Work Experience I	A	1			
	OT 209: Medical Office Procedures	<b>A</b>	3			
	OT 210: Medical Billing/Coding and Insurance II	A	3			
	FLEXIBLE COMMON CORE: Liberal Arts Elective		3			
		CIIR_TI	CLID TOTAL 14			

SUB-TOTAL 14

**TOTAL CREDITS 60** 







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

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### **DEGREE AUDIT**

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



degreeworks.cuny.edu