

ACADEMIC DEGREE MAP OFFICE TECHNOLOGY - MEDICAL OFFICE MANAGER



ASSOCIATE OF APPLIED SCIENCE

1	COURSE			CREDITS	COMPLETED	
	ENG 110: Expository Writing (Required Core: English Composition)			3		
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	MAT 100 OR MAT 120: Introduction to College Mathematics I OR			3	Ш	
	Introduction to Probability & Statistics (Required Common Core: Mathematical & Quantitative Reasoning)					
	BUS 100: Intro to Business			3		
	OT 101: Basic Computer Keyboarding & Document Formatting		△	3		
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	HLT 124: Medical Terminology		\Rightarrow	3		
		SU		TAL 15		
49	COURSE			CREDITS	COMPLETED	
	ENG 111: Literature and Composition (Required Common Core: English			3		
	Composition)					
	0T 102: Intermediate Computer Keyboarding & Document Formatting			3		
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	OT 103: Introduction to Computer Software Packages			3		
	0T 104: Office Systems and Procedures			3		
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	0T 105: Electronic Health Records			3		
	GET AHEAD! TAKE CLASSES DURING THE SUMMER	SUB-TOTAL 15				
4 2	COURSE			CREDITS	COMPLETED	
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	BUS 201: Principles of Management			3		
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,	REQUIRED COMMON CORE: LIFE AND PHYSICAL SCIENCES W/LAB	A	☆	3 - 4		
Ş	OT 206: Medical Billing & Insurance FLEXIBLE COMMON CORE: Behavioral/Social Sciences Elective	A	☆	3 - 4		
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Ş	OT 206: Medical Billing & Insurance OF LEXIBLE COMMON CORE: Behavioral/Social Sciences Elective FLEXIBLE COMMON CORE: Humanities Elective COURSE BUS 203: Business Communications* COOP 101: Introduction to Career Practices	SU SU A	☆	3 3 - 4 3 3 TAL 15 CREDITS 3 1		
Ş	OT 206: Medical Billing & Insurance OF LEXIBLE COMMON CORE: Behavioral/Social Sciences Elective FLEXIBLE COMMON CORE: Humanities Elective COURSE BUS 203: Business Communications* COOP 101: Introduction to Career Practices COOP 102: Work Experience I	SU SU A	☆	3 3 - 4 3 3 TAL 15 CREDITS 3 1		
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4	OT 206: Medical Billing & Insurance OT 206: Medical Billing & Insurance FLEXIBLE COMMON CORE: Behavioral/Social Sciences Elective FLEXIBLE COMMON CORE: Humanities Elective COURSE BUS 203: Business Communications* COOP 101: Introduction to Career Practices COOP 102: Work Experience I OT 209: Medical Office Procedures OT 210: Medical Billing/Coding and Insurance II	A A A S S	☆ B-T01	3 3-4 3 3 TAL 15 CREDITS 3 1 1 3 3 TAL 14	- 16 COMPLETED	





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 A WRITING INTENSIVE.
- STUDENTS WHO EARN A MEDICAL BILLING & 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.

