ACADEMIC DEGREE MAP
OFFICE TECHNOLOGY – ADMINISTRATIVE ASSISTANT
ASSOCIATE OF APPLIED SCIENCE

Hostos Community College

CUNY

1

COURSE		CREDITS	COMPLETED
ENG 110: Expository Writing (Required Common Core: English Composition)	⭐	3	☐
MAT 100 OR ABOVE: Intro to College Mathematics I OR Above		3	☐
BUS 100: Introduction to Business	🎗⭐	3	☐
OT 101: Basic Computer Keyboarding & Document Formatting	🎗⭐	3	☐
🔍 **FLEXIBLE COMMON CORE:** Behavioral/Social Science Elective		3	☐
SUB-TOTAL		**15**	

2

COURSE		CREDITS	COMPLETED
ENG 111: Literature and Composition (Required Common Core: English Composition)		3	☐
ACC 100: Introduction to Accounting	🎗	2	☐
BUS 110: Business Ethics	🎗	3	☐
BUS 201: Principles of Management	🎗	3	☐
COOP 101: Introduction to Career Practices	🎗	1	☐
OT 102: Intermediate Computer Keyboarding & Document Formatting	🎗	3	☐
GET AHEAD! TAKE CLASSES DURING THE SUMMER SUB-TOTAL		**15**	

3

COURSE		CREDITS	COMPLETED
🔍 **REQUIRED COMMON CORE: LIFE AND PHYSICAL SCIENCES W/LAB**		3 - 4	☐
BUS 203: Business Communications*	🎗	3	☐
BUS 210: Business Law I	🎗	3	☐
OT 103: Introduction to Computer Software Packages	🎗	3	☐
OT 104: Office Systems and Procedures	🎗	3	☐
SUB-TOTAL		**15 - 16**	

4

COURSE		CREDITS	COMPLETED
BUS 215: Business Applications Using Excel	🎗	3	☐
BUS 240: Entrepreneurship	🎗	3	☐
🔍 **FLEXIBLE COMMON CORE: Humanities Elective**		3	☐
🔍 **FLEXIBLE COMMON CORE:** Liberal Arts Elective		3	☐
COOP 102: Work Experience I	🎗	1	☐
ELECTIVE: Any course of choice		1	☐
SUB-TOTAL		**14**	

TOTAL CREDITS 60

You've FINISHED 🎓

🎗 **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 IN THE OFFICE TECHNOLOGY PROGRAM ARE REQUIRED TO TAKE BUSINESS COMMUNICATIONS (BUS 203) AS A WRITING INTENSIVE. STUDENTS NEED ONE ADDITIONAL WRITING INTENSIVE COURSE TO FULFILL THE GRADUATION REQUIREMENT.