

1	COURSE	CREDITS	COMPLETED
	ENG 110: Expository Writing (Required Common Core: English Composition)	★ 3	<input type="checkbox"/>
	MAT 100 OR MAT 120: Intro to College Mathematics I OR Intro to Probability & Statistics (Required Common Core: Mathematical & Quantitative Reasoning)	3	<input type="checkbox"/>
	BUS 100: Introduction to Business	★ 3	<input type="checkbox"/>
	OT 101: Basic Computer Keyboarding & Document Formatting	★ 3	<input type="checkbox"/>
	🔍 FLEXIBLE COMMON CORE: Behavioral/Social Science Elective	3	<input type="checkbox"/>
<b>SUB-TOTAL 15</b>			

2	COURSE	CREDITS	COMPLETED
	ENG 111: Literature and Composition (Required Common Core: English Composition)	3	<input type="checkbox"/>
	ACC 100: Introduction to Accounting	2	<input type="checkbox"/>
	BUS 110: Business Ethics	3	<input type="checkbox"/>
	BUS 201: Principles of Management	3	<input type="checkbox"/>
	COOP 101: Introduction to Career Practices	1	<input type="checkbox"/>
	OT 102: Intermediate Computer Keyboarding & Document Formatting	3	<input type="checkbox"/>
<b>SUB-TOTAL 15</b>			

**GET AHEAD! TAKE CLASSES DURING THE SUMMER**

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

4	COURSE	CREDITS	COMPLETED
	BUS 215: Business Applications Using Excel	3	<input type="checkbox"/>
	BUS 240: Entrepreneurship	3	<input type="checkbox"/>
	🔍 FLEXIBLE COMMON CORE: Humanities Elective	3	<input type="checkbox"/>
	🔍 FLEXIBLE COMMON CORE: Liberal Arts Elective	3	<input type="checkbox"/>
	COOP 102: Work Experience I	1	<input type="checkbox"/>
	ELECTIVE: Any course of choice	1	<input type="checkbox"/>
<b>SUB-TOTAL 14</b>			

**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](http://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](http://www.hostos.cuny.edu/careercoach)

**DEGREE AUDIT**

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

[degreeworks.cuny.edu](http://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.