ACADEMIC DEGREE MAP
OFFICE TECHNOLOGY
ADMINISTRATIVE ASSISTANT OPTION (DEVELOPMENTAL NEED)
ASSOCIATE OF APPLIED SCIENCE

CU NY

Hostos Community College

1

COURSE		CREDITS	COMPLETED
MAT 20: Elementary Algebra	⭐	0	☐
BUS 100: Introduction to Business	🎗️⭐	3	☐
OT 101: Basic Computer Keyboarding & Document Formatting	🎗️⭐	3	☐
ENG 110: Expository Writing (Required Common Core: English Composition)	⭐	3	☐

SUB-TOTAL 9

2

COURSE		CREDITS	COMPLETED
MAT 100 OR MAT 120: Intro to College Mathematics I OR Intro to Probability & Statistics (Required Common Core: Mathematical & Quantitative Reasoning)	⭐	3	☐
ACC 100: Introduction to Accounting	🎗️	2	☐
OT 102: Intermediate Computer Keyboarding & Document Formatting	🎗️	3	☐
BUS 110: Business Ethics	🎗️	3	☐
ENG 111: Literature and Composition (Required Common Core: English Composition)		3	☐

GET AHEAD! TAKE CLASSES DURING THE SUMMER

SUB-TOTAL 14

3

COURSE		CREDITS	COMPLETED
🔍 **REQUIRED COMMON CORE: LIFE AND PHYSICAL SCIENCES W/LAB**		3 - 4	☐
COOP 101: Introduction to Career Practices	🎗️	1	☐
OT 103: Introduction to Computer Software Packages	🎗️	3	☐
BUS 201: Principles of Management	🎗️	3	☐
BUS 203: Business Communications (WI)*	🎗️	3	☐

SUB-TOTAL 13 - 14

4

COURSE		CREDITS	COMPLETED
OT 104: Office Systems and Procedures	🎗️	3	☐
BUS 210: Business Law I	🎗️	3	☐
🔍 **FLEXIBLE COMMON CORE:** Humanities Elective		3	☐
🔍 **FLEXIBLE COMMON CORE:** Behavioral/Social Science Elective		3	☐

SUB-TOTAL 12

CONTINUE TO PAGE 2

🎗️ **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 CREDIT 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 WRITING INTENSIVE.

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5

COURSE		CREDITS	COMPLETED
COOP 102: Work Experience I	🎖	1	☐
BUS 215: Business Applications Using Excel	🎖	3	☐
🔍 **FLEXIBLE COMMON CORE:** Liberal Arts Elective		3	☐
BUS 240: Entrepreneurship	🎖	3	☐
ELECTIVE: Any Course		1	☐
	SUB-TOTAL	**11**	

TOTAL CREDITS 60

You've **FINISHED** 🎓

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