

ACADEMIC DEGREE MAP



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

	COURSE		C	CREDITS C	OMPLETED	
Ш	MAT 20: Elementary Algebra		\Rightarrow	0		MAJOR REQUIREMENT
			A		_	MILESTONES ARE COUR
	ENG 110: Expository Writing (Required Common Core: English Composition)			3	Ш	TAKEN IN SEQUE
	BUS 100: Introduction to Business		\Rightarrow	3		TWO WRITING
			_	2		GRADU
	0T 101: Basic Computer Keyboarding & Document Formatting	**		3	Ш	15 CREDITS PE
						GRADUATE ON MONEY & START
		SU	B-TOT			
49	COURSE		C	CREDITS C	OMPLETED	EXCELSIOR SC
	MAT 100 OR MAT 120: Intro to College Mathematics I OR Intro to Probability & Statistics (Required Common Core: Mathematical & Quantitative Reasoning)		\Rightarrow	3		COVERS FUL MUST EARN 30 CR
				3		www.hostos.cuny
	ENG 111: Literature and Composition (Required Common Core: English Composition)			3		OAMBUC CUD
						CAMPUS SUP ACADEMIC S
	HLT 124: Medical Terminology			3		• LIBRARY
		71			_	TUTORING CENTERWRITING CENTER
						COMPUTER LABS TECHNOLOGY WOR
	0T 102: Intermediate Computer Keyboarding & Document Formatting			3	Ш	COUNSELING
						• SCHOLARSHIPS
						CAREER C
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	GET AHEAD! TAKE CLASSES DURING THE SUMMER	SU		AL 12		HELPS STUDENTS EXPL IN-DEMAND (
461	COURSE		(OMPLETED	
	OT 103: Introduction to Computer Software Packages	-		3		www.hostos.cuny.ed
						O DEADER
	0T 104: Office Systems and Procedures			3		DEGREE /
	of for. Office Systems and Procedures	**				TO VIEW FULL DEGF SCAN QR COE
						30/11/ QIT 00E
	OT 105: Electronic Health Records			3		
						#63050 #53 9 56
	PUC 201 Deinsinles of Management			3		三 三 三 三 三 三 三 三 三 三 三 三 三 三 三 三 三 三 三
	BUS 201: Principles of Management	**		3	ш	LEJ 19966
)	degreeworks.
		SU	B-TOT	AL 12		NOTE
	COURSE		C	CREDITS C	OMPLETED	
	PREQUIRED COMMON CORE: LIFE AND PHYSICAL SCIENCES W/LAB			3 - 4	\Box	*STUDENTS ARE REQUII
						203 AS WRITING INTENS
			A			 STUDENTS WHO I BILLING AND COD
	OT 206: Medical Billing & Insurance			3		WITH HOSTOS' DI
						CONTINUING EDL WORKFORCE DEV
	PFLEXIBLE COMMON CORE: Behavioral/Social Science Elective			3		(CEWD) ARE ELIG CREDIT FOR HLT
	VIII STATE OF THE TOTAL OF THE			,		OT 210.
						STUDENTS WHO I
	FLEXIBLE COMMON CORE: Humanities Elective			3		ELECTRONIC HEA
						SPECIALIST CERT HOSTOS' DIVISION
						EDUCATION AND DEVELOPMENT (C
		6		140 1		ELIGIBLE FOR CO
		SU	R-1.01	AL 12 - 1	3	OT 105.
						1



RSES THAT MUST BE ENTIAL ORDER

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TIME, SAVE YOUR CAREER!

HOLARSHIP

L TUITION EDITS PER YEAR

edu/excelsion

- RKSHOPS

COACH

ONLINE TOOL THAT LORE MAJORS AND CAREERS

du/careercoach

REE MAP ONLINE, DE BELOW:



.cuny.edu

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- EARN A MEDICAL DING CERTIFICATE IVISION OF JCATION AND /ELOPMENT SIBLE FOR COLLEGE 124, OT 206 AND
- EARN AN ALTH RECORDS IFICATE WITH N OF CONTINUING WORKFORCE CEWD) ARE LLEGE CREDIT FOR

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ACADEMIC DEGREE MAP



OFFICE TECHNOLOGY — MEDICAL OFFICE MANAGER OPTION (DEVELOPMENTAL NEED)

	FLEXIBLE COMMON CORE: Liberal Arts Elective		3	
	OT 210: Medical Billing/Coding and Insurance II		3	
	OT 209: Medical Office Procedures	A	3	
	COOP 102: Work Experience I		1	
		7.		
	COOP 101: Introduction to Careers Practices		1	
		, ,		
	BUS 203: Business Communications (WI)*	Q	3	
45	COURSE		CREDITS	COMPLETED

SUB-TOTAL 14

TOTAL CREDITS 60







MAJOR MILESTONE
REQUIREMENT

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:



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