

ACADEMIC DEGREE MAP

OFFICE TECHNOLOGY – MEDICAL OFFICE MANAGER

ASSOCIATE OF APPLIED SCIENCE

1	COURSE		CREDITS COMPLETED
	ENG 110: Expository Writing (Required Common Core: English Composition)	★	3 <input type="checkbox"/>
	MAT 100 OR ABOVE: Intro to College Mathematics I OR Above	★	3 <input type="checkbox"/>
	BUS 100: Introduction to Business	🏅 ★	3 <input type="checkbox"/>
	OT 101: Basic Computer Keyboarding & Document Formatting	🏅 ★	3 <input type="checkbox"/>
	HLT 124: Medical Terminology	🏅 ★	3 <input type="checkbox"/>
SUB-TOTAL			15

2	COURSE		CREDITS COMPLETED
	ENG 111: Literature and Composition (Required Common Core: English Composition)		3 <input type="checkbox"/>
	OT 102: Intermediate Computer Keyboarding & Document Formatting	🏅	3 <input type="checkbox"/>
	OT 103: Introduction to Computer Software Package	🏅	3 <input type="checkbox"/>
	OT 104: Office Systems and Procedures	🏅 ★	3 <input type="checkbox"/>
	OT 105: Electronic Health Records	🏅	3 <input type="checkbox"/>
SUB-TOTAL			15

3	COURSE		CREDITS COMPLETED
	BUS 201: Principles of Management	🏅	3 <input type="checkbox"/>
	🔍 REQUIRED COMMON CORE: LIFE AND PHYSICAL SCIENCES W/LAB		3 - 4 <input type="checkbox"/>
	OT 206: Medical Billing & Insurance	🏅 ★	3 <input type="checkbox"/>
	🔍 FLEXIBLE COMMON CORE: Behavioral/Social Sciences Elective		3 <input type="checkbox"/>
	🔍 FLEXIBLE COMMON CORE: Humanities Elective		3 <input type="checkbox"/>
SUB-TOTAL			15 - 16

4	COURSE		CREDITS COMPLETED
	BUS 203: Business Communications*	🏅	3 <input type="checkbox"/>
	COOP 101: Introduction to Career Practices	🏅	1 <input type="checkbox"/>
	COOP 102: Work Experience I	🏅	1 <input type="checkbox"/>
	OT 209: Medical Office Procedures	🏅	3 <input type="checkbox"/>
	OT 210: Medical Billing/Coding and Insurance II	🏅	3 <input type="checkbox"/>
	🔍 FLEXIBLE COMMON CORE: Liberal Arts Elective		3 <input type="checkbox"/>
SUB-TOTAL			14

TOTAL CREDITS 60

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/excelior

- 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 an Allied Health Certificate with clinical hours (Certified Nursing Assistant; Clinical Medical Assistant; or HIV Counselor) with Hostos' Continuing Education and Workforce Development Division (CEWD) are eligible for college credit for COOP 101 & COOP 102.

Students who earn a Medical Billing & Coding Certificate with Hostos' Division of Continuing Education and Workforce Development (CEWD) or with a Continuing Education program at another CUNY college are eligible for college credits 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.