### ACADEMIC DEGREE MAP
OFFICE TECHNOLOGY - MEDICAL OFFICE MANAGER
ASSOCIATE OF APPLIED SCIENCE

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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDITS</th>
<th>COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 110: Expository Writing (Required Core: English Composition)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MAT 100 OR MAT 120: Introduction to College Mathematics I OR Introduction to Probability &amp; Statistics (Required Common Core: Mathematical &amp; Quantitative Reasoning)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BUS 100: Intro to Business</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>OT 101: Basic Computer Keyboarding &amp; Document Formatting</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HLT 124: Medical Terminology</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**SUB-TOTAL 15**

#### SUB-TOTAL 15

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDITS</th>
<th>COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 111: Literature and Composition (Required Common Core: English Composition)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>OT 102: Intermediate Computer Keyboarding &amp; Document Formatting</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>OT 103: Introduction to Computer Software Packages</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>OT 104: Office Systems and Procedures</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>OT 105: Electronic Health Records</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDITS</th>
<th>COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 201: Principles of Management</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**REQUIRED COMMON CORE: LIFE AND PHYSICAL SCIENCES W/LAB**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDITS</th>
<th>COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>OT 206: Medical Billing &amp; Insurance</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>FLEXIBLE COMMON CORE: Behavioral/Social Sciences Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>FLEXIBLE COMMON CORE: Humanities Elective</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**FLEXIBLE COMMON CORE: Liberal Arts Elective**

**SUB-TOTAL 15 - 16**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDITS</th>
<th>COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 203: Business Communications*</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>COOP 101: Introduction to Career Practices</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>COOP 102: Work Experience I</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>OT 209: Medical Office Procedures</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>OT 210: Medical Billing/Coding and Insurance II</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**FLEXIBLE COMMON CORE: Liberal Arts Elective**

**SUB-TOTAL 14**

**TOTAL CREDITS 60**

---

**NOTES**

*STUDENTS ARE REQUIRED TO TAKE BUS 203 AS A WRITING INTENSIVE.*

- **STUDENTS WHO EARN A MEDICAL BILLING & CODING CERTIFICATE WITH HOSTOS’ DIVISION OF CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT (CEWD) ARE ELIGIBLE FOR COLLEGE CREDIT 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.**

---

**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:

[degneworks.cuny.edu](degneworks.cuny.edu)

---

**HOSTOS COMMUNITY COLLEGE / 500 GRAND CONCOURSE, BRONX, NY 10451**

[www.hostos.cuny.edu/advisement](www.hostos.cuny.edu/advisement)