

PATHWAYS

Office Administration and Technology (A.A.S.)

FALL 2016-SPRING 2017

REMEDIAL SEQUENCE (if required)

ESL 1 (8) ▶▶ ESL 2 (6) ▶▶ ESL 3 (6) ▶▶ ENG 9 (4)

ENG 1 (4) ▶▶ ENG 2 (4)

RDL 1 (4) ▶▶ RDL 2 (6)

MTH 1 (4) ▶▶ MTH 5 (6)

CHM 2 (4)

GRADUATION REQUIREMENTS

CAT-R CAT-W CAT-M GPA ≥ 2.0

Writing Intensive 1 Writing Intensive 2

REQUIRED FRESHMEN SEMINAR

FYS 11

¹ Students planning to transfer to a four-year college should take MTH 30 or 31. The prerequisite for MTH 30 is MTH 6.

² Students may select either a 4-credit STEM variant course or a 3-credit science course to fulfill Required Core C. Students selecting a 3-credit course must also complete an additional 1-credit lab course to fulfill graduation requirements.

³ Students must select two 3-credit courses that fulfill Flexible Core A-E (no more than one course in each Core area). In an effort to provide students with a well-rounded liberal learning experience, students are encouraged to fulfill this requirement by selecting courses from Flexible Core Areas B, C or E as these areas are not already required by this program.

⁴ CWE 31 is a two (2) credit course. A student should enroll in CWE one year before graduating or when starting the third semester. See the CWE advisor in Loew Hall, Career Services, during the second semester. Students who are employed full-time are not required to complete CWE. A waiver must be obtained from the Department Chairperson by submitting documentation of current full-time employment. After a written waiver of CWE is obtained, the student must substitute the required CWE credits with any course(s) offered by the Business and Information Systems Department. College Work-Study assignments within CUNY may not be used as substitutes for the CWE internship.

⁵ Students must take FYS 11 prior to earning 24 degree or equated credits. Students who have earned 24 or more degree or equated credits are permitted to use the one credit as a free elective. It is highly recommended that students take FYS 11 in their first or second semester. This requirement will be waived for students who have earned 24 or more degree or equated credits at BCC or another college and transfer into this program.

⁶ Students transferring into the program with 24 or more degree or equated credits will be required to complete only 60 credits to graduate.

REQUIRED COMMON CORE

<input type="checkbox"/> A	English Composition ENG 10 OR ENG 11	3
<input type="checkbox"/> B	Mathematical and Quantitative Reasoning ¹ MTH 21 Survey of Mathematics ¹ I OR MTH 23 Probability and Statistics	3
<input type="checkbox"/> C	Life and Physical Sciences ² AST 111, BIO 11, CHM 110, CHM 17, ENV 11 ESE 11, ESE 12, ESE 13, PHY 110 or PHY 11	3-4
Subtotal:		9-10

FLEXIBLE COMMON CORE (Course list at: <http://www.bcc.cuny.edu/pathways/?p=Flexible-Common-Core>)

<input type="checkbox"/> A	World Cultures and Global Issues HIS 10 History of the Modern World OR HIS 11 Introduction to the Modern World	3
<input type="checkbox"/> D	Individual and Society COMM 11 Fundamentals of Interpersonal Communication	3
<input type="checkbox"/>	Select two additional courses from Flexible Core A-E ³	6
Subtotal:		12

MAJOR REQUIREMENTS

<input type="checkbox"/> BUS 10	Introduction to Business	3
<input type="checkbox"/> BIS 13	Introduction to Internet and Web Development	3
<input type="checkbox"/> CWE 31	Cooperative Work Experience ⁴	2
<input type="checkbox"/> COM 31	Business Communications	3
<input type="checkbox"/> DAT 10	Computer Fundamental and Applications	3
<input type="checkbox"/> DAT 36	Microcomputer Spreadsheet Application	3
<input type="checkbox"/> DAT 38	Microcomputer Database Applications	3
<input type="checkbox"/> FYS 11	First Year Seminar ⁵	0-1
<input type="checkbox"/> KEY 10	Keyboarding for Computers	1
<input type="checkbox"/> KEY 11	Document Formatting and Speed Development	2
<input type="checkbox"/> KEY 12	Advanced Document Production	2
<input type="checkbox"/> LAB	Lab Science Credit ²	0-1
<input type="checkbox"/> SEC 41	Office Procedures	2
<input type="checkbox"/> WPR 11	Transcription for Business	3
<input type="checkbox"/> WPR 21	Word Processing Applications	3
<input type="checkbox"/> WPR 23	Office Administration and Supervision	2
<input type="checkbox"/> WPR 24	Presentation for Business	3
Subtotal:		38-40
TOTAL :		60-61⁶