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) □ ESL 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

REQUIRED COMMON CORE
☐ A English Composition
   ENG 10 OR ENG 11
☐ B Mathematical and Quantitative Reasoning
   MTH 21 Survey of Mathematics OR MTH 23 Probability and Statistics
☐ C Life and Physical Sciences
   AST 111, BIO 11, CHM 110, CHM 17, ENV 11
   ESE 11, ESE 12, ESE 13, PHY 110 or PHY 11

Subtotal: 9-10

FLEXIBLE COMMON CORE (Course list at: http://www.bcc.cuny.edu/pathways/?p=Flexible-Common-Core)
☐ A World Cultures and Global Issues
   HIS 10 History of the Modern World OR
   HIS 11 Introduction to the Modern World
☐ D Individual and Society
   COMM 11 Fundamentals of Interpersonal Communication

Select two additional courses from Flexible Core A-E

Subtotal: 6

MAJOR REQUIREMENTS
☐ BUS 10 Introduction to Business
☐ BIS 13 Introduction to Internet and Web Development
☐ CWE 31 Cooperative Work Experience
☐ COM 31 Business Communications
☐ DAT 10 Computer Fundamental and Applications
☐ DAT 36 Microcomputer Spreadsheet Application
☐ DAT 38 Microcomputer Database Applications
☐ FYS 11 First Year Seminar
☐ KEY 10 Keyboarding for Computers
☐ KEY 11 Document Formatting and Speed Development
☐ KEY 12 Advanced Document Production
☐ LAB Lab Science Credit
☐ SEC 41 Office Procedures
☐ WPR 11 Transcription for Business
☐ WPR 21 Word Processing Applications
☐ WPR 23 Office Administration and Supervision
☐ WPR 24 Presentation for Business

Subtotal: 38-40

TOTAL: 60-61

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.