

PATHWAYS

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

FALL 2014-SPRING 2015

REMEDIAL SEQUENCE (if required)

<input type="checkbox"/> ESL 1 (8) ▶▶	<input type="checkbox"/> ESL 2 (6) ▶▶	<input type="checkbox"/> ESL 3 (6) ▶▶	<input type="checkbox"/> ENG 9 (4)
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<input type="checkbox"/> ENG 1 (4) ▶▶	<input type="checkbox"/> ENG 2 (4)
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<input type="checkbox"/> RDL 1 (5) ▶▶	<input type="checkbox"/> RDL 2 (5)
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<input type="checkbox"/> MTH 1 (4) ▶▶	<input type="checkbox"/> MTH 5 (6)
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<input type="checkbox"/> CHM 2 (4)

GRADUATION REQUIREMENTS

<input type="checkbox"/> CAT-R	<input type="checkbox"/> CAT-W	<input type="checkbox"/> CAT-M	<input type="checkbox"/> GPA ≥ 2.0
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<input type="checkbox"/> Writing Intensive 1	<input type="checkbox"/> Writing Intensive 2
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FRESHMAN REQUIREMENT

<input type="checkbox"/> FYS 11 / OCD 1

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

²Students 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.

³Students must select two 3-credit courses that fulfill Pathway Flexible Core B, C, or E (no more than one course in each Core area).

Flexible Core B: COMM 20, ECO 12, HIS 20, HIS 23, HIS 24, HIS 51, POL 11, and POL 41

Flexible Core C: ART 11, 56, COMM 26, FRN 122, ITL 122, 123, MUS 11, MUS 12, SPN 125, SPN 130, and SPN 131

Flexible Core E: BIO20/HLT 20

⁴CWE 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.

REQUIRED COMMON CORE (course list available online)

<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 11, 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 available online)

<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"/> B	US Experience in its Diversity ³ OR	6
<input type="checkbox"/> C	Creative Expression ³ OR	
<input type="checkbox"/> E	Scientific World ³	
<input type="checkbox"/> D	Individual and Society COMM 11 Fundamentals of Interpersonal Communication	3
Subtotal:		12

REQUIRED AREA OF STUDY

<input type="checkbox"/> BUS 10	Introduction to Business	3
<input type="checkbox"/> BIS 13	Introduction to Internet and Web Development	3
<input type="checkbox"/> WPR 23	Office Administration and Supervision	2
<input type="checkbox"/> DAT 10	Computer Fundamental and Applications	3
Subtotal:		11

SPECIALIZATION REQUIREMENTS

<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"/> WPR 11	Transcription for Business	3
<input type="checkbox"/> WPR 21	Word Processing Applications	3
<input type="checkbox"/> WPR 24	Presentation for Business	3
<input type="checkbox"/> COM 31	Business Communications	3
<input type="checkbox"/> DAT 36	Microcomputer Spreadsheet Application	3
<input type="checkbox"/> DAT 38	Microcomputer Database Applications	3
<input type="checkbox"/> SEC 41	Office Procedures	2
<input type="checkbox"/> CWE 31	Cooperative Work Experience ⁴	2
<input type="checkbox"/> LAB	Lab Science Credit ²	0-1
Subtotal:		27-28
TOTAL :		60