

Office Administration & Tech A.A.S. Degree

RECOMMENDED 2-YEAR ACADEMIC PLAN

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)
<input type="checkbox"/> ENG 1 (4) ▶▶	<input type="checkbox"/> ENG 2 (4)		
<input type="checkbox"/> RDL 1 (4) ▶▶	<input type="checkbox"/> RDL 2 (6)		
<input type="checkbox"/> MTH 1 (4) ▶▶	<input type="checkbox"/> MTH 5 (6)		
<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 I	<input type="checkbox"/> Writing Intensive II
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REQUIRED FRESHMAN SEMINAR

<input type="checkbox"/> FYS 11 ²	1
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PATHWAYS REQUIRED CORE (course list available online)

<input type="checkbox"/> A	English Composition ENG 110/111	3
<input type="checkbox"/> B ¹	Mathematical and Quantitative Reasoning MTH 21/23	3
<input type="checkbox"/> C ⁴	Life and Physical Sciences AST 111 + 101, BIO 11, CHM 11, CHM 17, ENV 11, ESE 11, ESE 12, ESE 13, PHY 110 OR PHY 11	4

PATHWAYS FLEXIBLE CORE (course list available online)

<input type="checkbox"/> A	World Cultures and Global Issues HIS 10/11	3
<input type="checkbox"/> D	Individual and Society COMM 11	3
<input type="checkbox"/> A-E	Select two 3 credit courses from Flexible Core A through E	6

Pathways Total: 21-22

¹ 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.

² 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

³ Students planning to transfer to a four-year college should take MTH 30 or 31. The prerequisite for MTH 30 is MTH 6.

⁴ Students who have completed MTH 06 (or three years high school mathematics) and intend to transfer to a four-year college may take BUS 41 instead of BUS 111.

⁵ Students may select either a 4-credit or a 3-credit science course. Students selecting a 3-credit course must also complete an additional 1-credit lab course to fulfill graduation requirements.

⁶ 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.

⁷ WPR 24 is offered in the fall semester only (day section in even years and evening section in odd years).

⁸ Students with remedial placement above ENG 1 & RDL 1 will take HIS 11.

⁹ Students transferring into the program with 24 or more degree or equated credits will be required to complete only 60 credits to graduate.

SEMESTER I Freshman

		Credits
<input type="checkbox"/> ENG 110 OR ENG 111	Fundamentals of Composition and Rhetoric OR Composition and Rhetoric I (Required Core A)	3
<input type="checkbox"/> DAT 10	Computer Fundamentals and Applications	3
<input type="checkbox"/> COMM 11	Fundamental of Interpersonal Communication (Flexible Core D)	3
<input type="checkbox"/> BUS 10	Introduction to Business	3
<input type="checkbox"/> Flexible Core A-E ¹	Select ONE course from any Flexible Core A-E ¹	3
<input type="checkbox"/> KEY 10	Keyboarding for Computers	1
<input type="checkbox"/> FYS 11 ²	First Year Seminar ²	0-1
Subtotal:		16-17

SEMESTER II Freshman

<input type="checkbox"/> KEY 11	Document Formatting and Speed Development	2
<input type="checkbox"/> WPR 11	Transcription for Business	3
<input type="checkbox"/> WPR 21	Word Processing Applications	3
<input type="checkbox"/> BIS 13	Web Development	3
<input type="checkbox"/> MTH 21 ³ OR MTH 23 ³	Survey of Mathematics OR Probability and Quantitative Reasoning (Required Core B) ³	3
Subtotal:		14

SEMESTER III Sophomore

<input type="checkbox"/> SEC 35	Medical Office Procedures and Management	2
<input type="checkbox"/> BUS 111 ⁴	Applications of Mathematics for Business ⁴	3
<input type="checkbox"/> Life and Physical Sciences ⁵	AST 111, BIO 11, CHM 110, CHM 17, ENV 11, ESE 11, ESE 12, ESE 13, PHY 110 OR PHY 11 (Required Core C) ⁵	3-4
<input type="checkbox"/> Lab ⁵	Lab Science Class ⁵	0-1
<input type="checkbox"/> CWE 31 ⁶	College Work Experience ⁶	2
<input type="checkbox"/> WPR 24 ⁷	Presentations for Business ⁷	3
Subtotal:		14

SEMESTER IV Sophomore

<input type="checkbox"/> BUS 51	Principles of Management	3
<input type="checkbox"/> DAT 36	Microcomputer Spreadsheet Applications	3
<input type="checkbox"/> HIS 10 ⁸	History of the Modern World (Flexible Core A) ⁸	3
<input type="checkbox"/> Free Elective	Free Elective to complete 60 or 61 credits	1
<input type="checkbox"/> Flexible Core A-E ²	Select ONE course from any Flexible Core A-E ²	3
<input type="checkbox"/> COM 31	Business Communications	3
Subtotal:		16

TOTAL⁹: 60-61