### Office Administration & Tech A.A.S. Degree

**REMEDIAL SEQUENCE (if required)**
- ESL 1 (8) ☑
- ESL 2 (6) ☑
- ESL 3 (6) ☑
- ENG 9 (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 I ☑
- Writing Intensive II ☑

**REQUIRED FRESHMAN SEMINAR**
- FYS 112 ☑

**PATHWAYS REQUIRED CORE (course list available online)**
- ENG 110/111 ☑
- MTH 21/23 ☑
- CHM 110 ☑

**PATHWAYS FLEXIBLE CORE (course list available online)**
- World Cultures and Global Issues HIS 10/11 ☑
- Individual and Society COMM 11 ☑
- A-E Select two 3 credit courses from Flexible Core A through E ☑

Pathways Total: 21-22

**RECOMMENDED 2-YEAR ACADEMIC PLAN**

#### SEMESTER I Freshman

- ENG 110 OR ENG 111 ☑
- DAT 10 ☑
- COMM 11 ☑
- BUS 10 ☑
- Flexible Core A-E1 ☑
- KEY 10 ☑
- FYS 112 ☑

Subtotal: 16-17

#### SEMESTER II Freshman

- KEY 11 ☑
- WPR 11 ☑
- WPR 21 ☑
- BIS 13 ☑
- MTH 21 or MTH 23 ☑

Subtotal: 14

#### SEMESTER III Sophomore

- SEC 35 ☑
- BUS 111 ☑
- 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 ☑
- Lab5 ☑
- CWE 31 ☑
- WPR 24 ☑

Subtotal: 14

#### SEMESTER IV Sophomore

- BUS 51 ☑
- DAT 36 ☑
- HIS 108 ☑
- Flexible Core A-E2 ☑
- COM 31 ☑

Subtotal: 16

**TOTAL**: 60-61

---

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

---

This document is for advisement purposes only and does not represent an official listing of degree requirements; please consult the college catalog and the on-line degree audit. Revised: 11/25/19