

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

## 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 <sup>1</sup> (4) ▶▶	<input type="checkbox"/> ENG 2 (4)
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<input type="checkbox"/> RDL 1 <sup>1</sup> (4) ▶▶	<input type="checkbox"/> RDL 2 (6)
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<input type="checkbox"/> MTH 1 (4) ▶▶	<input type="checkbox"/> MTH 5 <sup>5</sup> (6)
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<input type="checkbox"/> CHM 2 (4)
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## GRADUATION REQUIREMENTS

<input type="checkbox"/> GPA ≥ 2.0	<input type="checkbox"/> Writing Intensive 1	<input type="checkbox"/> Writing Intensive 2
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## REQUIRED FRESHMAN SEMINAR

<input type="checkbox"/> FYS 11 <sup>3</sup>
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## PATHWAYS REQUIRED CORE (course list available online)

<input type="checkbox"/> <input type="checkbox"/> A	English Composition ENG 110 <sup>1</sup> /111	3
<input type="checkbox"/> B <sup>5</sup>	Mathematical and Quantitative Reasoning MTH 21/23	3
<input type="checkbox"/> C <sup>7</sup>	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 <sup>4</sup>	Select two 3 credit courses from Flexible Core A through E <sup>4</sup>	6

Pathways Total: 22

<sup>1</sup>Students with prior ENG 1/RDL 1 placements (or English Proficiency Index < 50) will now take ENG 4 or RDL 4. Passing ENG 4 or RDL 4 will allow them to register for ENG 110.

<sup>2</sup>Students must take BUS 110, as BUS 10 is no longer offered.

<sup>3</sup>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.

<sup>4</sup>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.

<sup>5</sup>Students planning to transfer to a four-year college should take MTH 30 or 31. The prerequisite for MTH 30 is MTH 6. Students with prior MTH 5 placement (or Math Proficiency Index of 40 to 59) may now take MTH 20. Passing MTH 20 is equivalent to MTH 23.

<sup>6</sup>Students who have completed MTH 6 (or three years high school mathematics) and intend to transfer to a four-year college may take BUS 41 instead of BUS 111.

<sup>7</sup>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.

<sup>8</sup>CWE 31 is a two (2) credit course. Students should enroll in CWE 31 one year before graduating or when they have completed 30 credits towards their degree. Students should see the CWE 31 Coordinator in the Department of Business and Information Systems, during their second semester. Students who are employed full-time are not required to complete the internship portion of CWE 31, provided their employer agrees to participate in course-related surveys. Permission must be obtained from the CWE 31 Coordinator or Department Chairperson by submitting documentation of current full-time employment. College. Work-Study assignments within CUNY may not be used as substitutes for the CWE internship.

<sup>9</sup>WPR 24 is offered in the fall semester only (day section in even years and evening section in odd years).

<sup>10</sup>Reserved for students who have English remedial need and enroll in ENG 2, RDL 2, or ENG 110 as a corequisite.

<sup>11</sup>Students transferring into the program with 24 or more degree or equated credits will be exempt from FYS 11 and only required to complete 60 credits to graduate.

## RECOMMENDED 2-YEAR ACADEMIC PLAN

### SEMESTER I Freshman

		Credits
<input type="checkbox"/> ENG 110 <sup>1</sup> OR ENG 111	Fundamentals of Composition and Rhetoric <sup>1</sup> 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 <sup>2</sup> OR BUS 110	Introduction to Business <sup>2</sup> OR Introduction to Business Fundamentals	3
<input type="checkbox"/> FYS 11 <sup>3</sup>	First Year Seminar <sup>3</sup>	0-1
<input type="checkbox"/> KEY 10	Keyboarding for Computers	1
<input type="checkbox"/> Flexible Core A-E <sup>4</sup>	Select <b>ONE</b> course from any Flexible Core A-E <sup>4</sup>	3
<b>Subtotal:</b>		<b>16-17</b>

### 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 <sup>5</sup> OR MTH 23 <sup>5</sup>	Survey of Mathematics OR Probability and Quantitative Reasoning (Required Core B) <sup>5</sup>	3
<b>Subtotal:</b>		<b>14</b>

### SEMESTER III Sophomore

<input type="checkbox"/> SEC 35	Medical Office Procedures and Management	2
<input type="checkbox"/> BUS 111 <sup>6</sup>	Applications of Mathematics for Business <sup>6</sup>	3
<input type="checkbox"/> Life and Physical Sciences <sup>7</sup>	AST 111, BIO 11, CHM 110, CHM 17, ENV 11, ESE 11, ESE 12, ESE 13, PHY 110 OR PHY 11 (Required Core C) <sup>7</sup>	3-4
<input type="checkbox"/> Lab <sup>7</sup>	Lab Science Class <sup>7</sup>	0-1
<input type="checkbox"/> CWE 31 <sup>8</sup>	College Work Experience <sup>8</sup>	2
<input type="checkbox"/> WPR 24 <sup>9</sup>	Presentations for Business <sup>9</sup>	3
<b>Subtotal:</b>		<b>14</b>

### 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 OR HIS 11 <sup>10</sup>	History of the Modern World OR Introduction to the Modern World <sup>10</sup>	3
<input type="checkbox"/> Free Elective	Free Elective to complete 60 or 61 credits	1
<input type="checkbox"/> Flexible Core A-E <sup>4</sup>	Select <b>ONE</b> course from a different Flexible Core Area <sup>4</sup>	3
<input type="checkbox"/> COM 31	Business Communications	3
<b>Subtotal:</b>		<b>16</b>

**TOTAL<sup>11</sup>: 60-61**