

# OFFICE ADMINISTRATION AND TECHNOLOGY

Associate in Applied Science Degree | Career Program | Department of Business and Information Systems

## Program Description

Numerous employment opportunities for college trained administrative assistants with office information systems skills exist in a wide variety of offices—business, professional and governmental organizations. The Department is equipped with the latest technology and computer facilities are available for students to enhance their skills. Students learn machine transcription, office procedures, computer systems and applications including a variety of software programs, Internet, e-mail, multimedia, web page development and composition of business correspondence. The program articulates with SUNY Empire State College, Business, Management and Economics and Interdisciplinary Studies baccalaureate programs.

## Learning Outcomes

Upon successful completion of the Office Administration and Technology program requirements, students will be able to:

1. Discuss general knowledge of topics such as accounting, marketing, business ethics, forms of business entities and global business as they relate to the business environment.
2. Demonstrate the ability to successfully engage in business research, information gathering and reporting in an individual and group setting.
3. Demonstrate effective business related written and oral communication skills.
4. Utilize and incorporate business technology to produce basic and advanced business documents, spreadsheets and databases.

## OFFICE ADMINISTRATION AND TECHNOLOGY CURRICULUM (PATHWAYS)

Curriculum Coordinator: Dr. Kwi Park-Kim

### Required Core

#### A. English Composition

- ENG 110 English Composition I: Fundamentals of Writing and Rhetoric *OR* ENG 111 English Composition I: Writing and Rhetoric (3 Credits)

#### B. Mathematical and Quantitative Reasoning<sup>1</sup>

- MTH 21 Survey of Mathematics I *OR* MTH 23 Probability and Statistics (3 Credits)

#### C. Life and Physical Science<sup>2</sup>

- SCIENCE AST 111, BIO 11, CHM 17, CHM 110, ENV 11, ESE 11, ESE 12, ESE 13, PHY 11 *OR* PHY 110 (3-4 Credits)

### Flexible Core

#### A. World Cultures and Global Issues

- HIS 10 History of the Modern World *OR* HIS 11 Introduction to the Modern World (3 Credits)

#### D. Individual and Society

- COMM 11 Fundamentals of Interpersonal Communication (3 Credits)

Choose two courses from Flexible Core A-E<sup>3</sup> (6 Credits)

**SUBTOTAL 21-22**

### Major Requirements

- BUS 110 Introduction to Business Fundamentals (3 Credits)
- BUS 111<sup>4</sup> Applications of Mathematics for Business (3 Credits)
- BUS 51 Principles of Management (3 credits)
- BIS 13 Web Development (3 Credits)
- COM 31 Business Communications (3 Credits)
- CWE 31<sup>5</sup> Cooperative Work Experience (2 Credits)
- DAT 10 Computer Fundamentals and Applications (3 Credits)
- DAT 36 Microcomputer Spreadsheet Applications (3 Credits)
- FYS 11<sup>7</sup> First Year Seminar (0-1 Credit)
- Free Elective (1 credit)
- KEY 10 Keyboarding for Computers (1 Credit)
- KEY 11 Document Formatting and Speed Development (2 Credits)
- SEC 35 Medical Office Procedures and Management (2 Credits)
- Lab Science Credit<sup>2</sup> (0-1 Credit)
- WPR 11 Transcription for Business (3 Credits)
- WPR 21 Word Processing Applications (3 Credits)
- WPR 24<sup>6</sup> Presentation for Business (3 Credits)

**SUBTOTAL 38-40**

**TOTAL 60-61 Credits required for AAS Degree<sup>8</sup>**

<sup>1</sup> Students planning to transfer to a four-year college should take MTH 30 or 31.

<sup>2</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>3</sup> Student must select two 3-credit courses that fulfill Pathways Flexible Core A-E (no more than one 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.

<sup>4</sup> 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.

<sup>5</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>6</sup> WPR 24 is offered in the fall semester only (day section in even years and evening section in odd years).

<sup>7</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>8</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.

