PATHWAYS
Office Administration and Technology (A.A.S.)
FALL 2021-SPRING 2022

REMEDIAL SEQUENCE (if required)

- ESL 1 (8) ➤ ESL 2 (6) ➤ ESL 3 (6) ➤ ESL 9 (4)
- ENG 1* (4) ➤ ENG 2 (4)
- RDL 1* (4) ➤ RDL 2 (4)
- MTH 13 (4) ➤ MTH 5 (6)
- CHM 2 (4)

GRADUATION REQUIREMENTS

- GPA ≥ 2.0
- Writing Intensive 1
- Writing Intensive 2

FRESHMAN SEMINAR

- FYS 11

1English 1/ENG 2 & RDL 1/RDL 2 are no longer available. Students with ENG/RDL remedial needs will now enroll in corequisite courses ENG 100 (English Proficiency Index < 50), or ENG 110 (English Proficiency Index ≥ 50-64).
2Students planning to transfer to a four-year college should take MTH 30 or 31. The prerequisite for MTH 30 is MTH 6.
3MTH 1/MTH 5 are no longer available. Students with Math Proficiency Index of 59 or lower may now enroll in corequisite courses MTH 21.5 or MTH 23.5. Students with 39 or lower MPI are strongly encouraged to enroll in Math Start/CUNY Start.
4Students may select either a 4-credit 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.
5Reserved for students who have English remedial need and enroll in ENG 2, RDL 2, or ENG 110 as a corequisite.
6In 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.
7Students 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.
8CWE 31 is a two (2) credit course. Students should enroll in CWE 31one 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.
9Students 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.
10WPR 24 is offered in the fall semester only (day section in even years and evening section in odd years)
11Students 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.

REQUİRED COMMON CORE

- English Composition I
  - ENG 100 Integrated Reading and Writing OR ENG 110 Fundamentals of Writing and Rhetoric
  - ENG 111 Writing and Rhetoric
  - OR
  - 3

- Mathematical and Quantitative Reasoning²
  - MTH 21 OR MTH 21.5 OR MTH 23 OR MTH 23.5
  - 3

- Life and Physical Sciences
  - AST 111, BIO 11, CHM 110, CHM 17, ENV 11
  - ESE 11, ESE 12, ESE 13, PHY 11 OR PHY 110
  - 3-4

Subtotal: 9-10

FLEXIBLE COMMON CORE (Course list at: http://www.bcc.cuny.edu/pathways/?p=Flexible-Common-Core)

- World Cultures and Global Issues
  - HIS 10 History of the Modern World OR HIS 11 History to the Modern World
  - 3

- Individual and Society
  - COMM 11 Fundamentals of Interpersonal Communication
  - 3

- Select two additional courses from Flexible Core A-E
  - 6

Subtotal: 12

MAJOR REQUIREMENTS (See Degree map at: http://www.bcc.cuny.edu/academics/academic-advising/degree-maps/ for semester-by-semester sequence)

- BUS 110 Introduction to Business Fundamentals
  - 3

- BUS 111 Application of Mathematics for Business
  - 3

- BIS 13 Web Development
  - 3

- BUS 51 Principles of Management
  - 3

- CWE 31 Cooperative Work Experience
  - 2

- COM 31 Business Communications
  - 3

- DAT 10 Computer Fundamental and Applications
  - 3

- DAT 36 Microcomputer Spreadsheet Application
  - 3

- KEY 10 Keyboarding for Computers
  - 1

- KEY 11 Document Formatting and Speed Development
  - 2

- FYS 11 First Year Seminar
  - 0-1

- SEC 35 Medical Office Procedures and Management
  - 2

- WPR 11 Transcription for Business
  - 3

- WPR 21 Word Processing Applications
  - 3

- WPR 24 Presentation for Business
  - 3

- LAB Lab Science Credits
  - 0-1

- ELECTIVE Free Elective to complete 60 or 61 credits
  - 1

Subtotal: 38-40

TOTAL: 60-61

This document is for advisement purposes only and does not represent an official listing of degree requirements; please consult the college catalog, as well as DegreeWorks via the CUNY Portal. (Reviewed/Revised 9/29/21)