

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) ▶▶ ENG 9 (4)

ENG 1¹ (4) ▶▶ ENG 2¹ (4)

RDL 1¹ (4) ▶▶ RDL 2¹ (6)

MTH 1³ (4) ▶▶ MTH 5³ (6)

CHM 2 (4)

GRADUATION REQUIREMENTS

GPA ≥ 2.0 Writing Intensive 1 Writing Intensive 2

FRESHMAN SEMINAR

FYS 11⁹

¹ENG 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 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.

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.

REQUIRED COMMON CORE

<input type="checkbox"/> A	English Composition I ENG 100 ¹ Integrated Reading and Writing OR ENG 110 ¹ Fundamentals of Writing and Rhetoric OR ENG 111 Writing and Rhetoric	3
<input type="checkbox"/> B	Mathematical and Quantitative Reasoning² MTH 21 OR MTH 21.5 ³ OR MTH 23 OR MTH 23.5 ³	3
<input type="checkbox"/> C	Life and Physical Sciences⁴ 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>)

<input type="checkbox"/> A	World Cultures and Global Issues HIS 10 History of the Modern World OR HIS 11 ⁵ Introduction to the Modern World	3
<input type="checkbox"/> D	Individual and Society COMM 11 Fundamentals of Interpersonal Communication	3
<input type="checkbox"/>	Select two additional courses from Flexible Core A-E⁶	6
Subtotal:		12

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

<input type="checkbox"/> BUS 110	Introduction to Business Fundamentals	3
<input type="checkbox"/> BUS 111 ⁷	Application of Mathematics for Business ⁷	3
<input type="checkbox"/> BIS 13	Web Development	3
<input type="checkbox"/> BUS 51	Principles of Management	3
<input type="checkbox"/> CWE 31 ⁸	Cooperative Work Experience ⁸	2
<input type="checkbox"/> COM 31	Business Communications	3
<input type="checkbox"/> DAT 10	Computer Fundamental and Applications	3
<input type="checkbox"/> DAT 36	Microcomputer Spreadsheet Application	3
<input type="checkbox"/> KEY 10	Keyboarding for Computers	1
<input type="checkbox"/> KEY 11	Document Formatting and Speed Development	2
<input type="checkbox"/> FYS 11 ⁹	First Year Seminar ⁹	0-1
<input type="checkbox"/> SEC 35	Medical Office Procedures and Management	2
<input type="checkbox"/> WPR 11	Transcription for Business	3
<input type="checkbox"/> WPR 21	Word Processing Applications	3
<input type="checkbox"/> WPR 24	Presentation for Business ¹⁰	3
<input type="checkbox"/> LAB ⁴	Lab Science Credit ⁴	0-1
<input type="checkbox"/> ELECTIVE	Free Elective to complete 60 or 61 credits	1
Subtotal:		38-40
TOTAL :		60-61¹¹