

CUNY PATHWAYS – Office Technology (A.A.S.)

REQUIRED COMMON CORE		CREDITS
English Composition		6
ENG 110 & ENG 111		
Mathematical and Quantitative Reasoning		3
MAT 100 OR MAT 120		
Life and Physical Sciences		4
FLEXIBLE COMMON CORE		
Choose from any Flexible Common Core Area		
Behavioral & Social Sciences		3
Humanities		3
Liberal Arts Elective		3
MAJOR REQUIREMENTS		
BUS 100	Introduction to Business	3
BUS 201	Principles of Management	3
BUS 203	Business Communications	3
OT 101	Computer Keyboarding & Document Formatting I	3
OT 102	Computer Keyboarding & Document Formatting II	3
OT 103	Introduction to Computer software Packages	3
OT 104	Office Systems and Procedures	3
COOP 101	Introduction to Career Practices	1
COOP 102	Work Experience I	1

SELECT ONE (1) OPTION FROM THE FOLLOWING:		
ADMINISTRATIVE ASSISTANT		
ACC 100	Introduction to Accounting	2
BUS 110	Business Ethics	3
BUS 210	Business Law I	3
BUS 215	Business Applications Using Excel	3
BUS 240	Entrepreneurship	3
Plus Free Elective Credit		1
MEDICAL OFFICE MANAGER		
HLT 124	Medical Terminology	3
OT 105	Electronic Health Records	3
OT 206	Medical Billing and Insurance	3
OT 209	Medical Office Procedures	3
OT 210	Medical Billing/Coding and Insurance II	3
Total Credits for Degree		60

[Click here for a list of all Common Core Courses](#)