

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](#)