

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

<b>REQUIRED COMMON CORE</b>		<b>CREDITS</b>
<b>English Composition</b>		6
ENG 110 & ENG 111		
<b>Mathematical and Quantitative Reasoning</b>		3
MAT 100 <u>OR</u> Above		
<b>Life and Physical Sciences</b>		4
<b>FLEXIBLE COMMON CORE</b>		
<b>Choose from any Flexible Common Core Area</b>		
Behavioral & Social Sciences		3
Humanities		3
Liberal Arts Elective		3
<b>MAJOR REQUIREMENTS</b>		
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

<b>SELECT ONE (1) OPTION FROM THE FOLLOWING:</b>		
<b>ADMINISTRATIVE ASSISTANT</b>		
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
<b>MEDICAL OFFICE MANAGER</b>		
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
<b>Total Credits for Degree</b>		<b>60</b>

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