

Eugenio María de Hostos Community College of the City University of New York  
Academic Advisement, Division of Academic Affairs

For an Associate in Applied Science (A.A.S) Office Technology

**PATHWAYS - Office Technology (A.A.S.)**

<b>REQUIRED COMMON CORE</b>	<b>CREDITS</b>
<b>English Composition</b> .....	<b>6</b>
.....	
ENG 110, ENG 111	
<b>Mathematical &amp; Quantitative Reasoning</b>	
MAT 100 <b>OR</b> MAT 120 .....	3
<b>Life &amp; Physical Sciences</b> .....	<b>4</b>
BIO 110, BIO 111 (Lab), BIO 210, BIO 220, BIO 230, BIO 240, CHE 105, CHE 110, CHE 210, CHE 220, ENV 110, ENV 111 (Lab), PHY 105, PHY 110, PHY 120, PHY 210, PHY 220.	
 <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>	
	<b>CREDITS</b>
BUS 100..... Introduction to Business .....	3
BUS 201 .....	3
BUS 203 .....	3
OT 101 .....	3
OT 102.....	3
OT 103.....	3
OT 104 .....	3
COOP 101.....	1
COOP 102 .....	1
 <b>SELECT <u>ONE</u> OPTION FROM THE FOLLOWING:</b>	
<b>Administrative Assistant</b>	
ACC 100 .....	2
BUS 110.....	3
BUS 210 .....	3
BUS 215.....	3
BUS 240 .....	3
Plus Free elective credit .....	1
<b><u>OR</u></b>	
<b>Medical Office Manager</b>	
HLT 124 .....	3
OT 105 .....	3
OT 209.....	3
OT 206 .....	3
OT 210.....	3
<b>Total Credits for Degree</b> .....	<b>60</b>