

1	COURSE	CREDITS	COMPLETED
	MAT 20: Elementary Algebra	★ 0	<input type="checkbox"/>
	BUS 100: Introduction to Business	★ 3	<input type="checkbox"/>
	OT 101: Basic Computer Keyboarding & Document Formatting	★ 3	<input type="checkbox"/>
	ENG 110: Expository Writing (Required Common Core: English Composition)	★ 3	<input type="checkbox"/>
		<b>SUB-TOTAL 9</b>	

2	COURSE	CREDITS	COMPLETED
	MAT 100 OR Above: Intro to College Mathematics I OR Above	★ 3	<input type="checkbox"/>
	ACC 100: Introduction to Accounting	2	<input type="checkbox"/>
	OT 102: Intermediate Computer Keyboarding & Document Formatting	3	<input type="checkbox"/>
	BUS 110: Business Ethics	3	<input type="checkbox"/>
	ENG 111: Literature and Composition (Required Common Core: English Composition)	3	<input type="checkbox"/>
		<b>SUB-TOTAL 14</b>	

**GET AHEAD! TAKE CLASSES DURING THE SUMMER**

3	COURSE	CREDITS	COMPLETED
	REQUIRED COMMON CORE: LIFE AND PHYSICAL SCIENCES W/LAB	3 - 4	<input type="checkbox"/>
	COOP 101: Introduction to Career Practices	1	<input type="checkbox"/>
	OT 103: Introduction to Computer Software Packages	3	<input type="checkbox"/>
	BUS 201: Principles of Management	3	<input type="checkbox"/>
	BUS 203: Business Communications (WI)*	3	<input type="checkbox"/>
		<b>SUB-TOTAL 13 - 14</b>	

4	COURSE	CREDITS	COMPLETED
	OT 104: Office Systems and Procedures	3	<input type="checkbox"/>
	BUS 210: Business Law I	3	<input type="checkbox"/>
	FLEXIBLE COMMON CORE: Humanities Elective	3	<input type="checkbox"/>
	FLEXIBLE COMMON CORE: Behavioral/Social Science Elective	3	<input type="checkbox"/>
		<b>SUB-TOTAL 12</b>	



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**MAJOR REQUIREMENT** **MILESTONE**

MILESTONES ARE COURSES THAT MUST BE TAKEN IN SEQUENTIAL ORDER

**TWO WRITING INTENSIVE COURSES REQUIRED FOR GRADUATION**

**15 CREDITS PER SEMESTER**

GRADUATE ON TIME, SAVE MONEY & START YOUR CAREER!

**EXCELSIOR SCHOLARSHIP**

COVERS FULL TUITION  
MUST EARN 30 CREDIT PER YEAR

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**CAREER COACH**

CAREER COACH IS AN ONLINE TOOL THAT HELPS STUDENTS EXPLORE MAJORS AND IN-DEMAND CAREERS

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**DEGREE AUDIT**





TO VIEW FULL DEGREE MAP ONLINE, SCAN QR CODE BELOW:

[degreeworks.cuny.edu](http://degreeworks.cuny.edu)

**NOTES**

\*STUDENTS ARE REQUIRED TO TAKE BUS 203 AS WRITING INTENSIVE.

**5** COURSE CREDITS COMPLETED

COURSE	CREDITS	COMPLETED
<b>COOP 102:</b> Work Experience I 	1	<input type="checkbox"/>
<b>BUS 215:</b> Business Applications Using Excel 	3	<input type="checkbox"/>
 <b>FLEXIBLE COMMON CORE:</b> Liberal Arts Elective	3	<input type="checkbox"/>
<b>BUS 240:</b> Entrepreneurship 	3	<input type="checkbox"/>
<b>ELECTIVE:</b> Any Course	1	<input type="checkbox"/>

SUB-TOTAL 11

**TOTAL CREDITS 60**

You've **FINISHED** 

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