

OFFICE ADMINISTRATION AND TECHNOLOGY

Associate in Applied Science Degree | Career Program | Department of Business and Information Systems

Numerous employment opportunities for college trained administrative assistants with office information systems skills exist in a wide variety of offices—business, professional and governmental organizations. The Department is equipped with the latest technology and computer facilities are available for students to enhance their skills. Students learn machine transcription, office procedures, computer systems and applications including a variety of software programs, Internet, e-mail, multimedia, web page development and composition of business correspondence. The program articulates with SUNY Empire State College, Business, Management and Economics and Interdisciplinary Studies baccalaureate programs.

Curriculum Coordinator: Professor Howard A. Clampman

Office Administration and Technology Curriculum (Pathways)

Required Core

A. English Composition

- ENG 110 Fundamentals of Composition and Rhetoric
OR ENG 111 Composition and Rhetoric I (3 Credits)

B. Mathematical and Quantitative Reasoning¹

- MTH 21 Survey of Mathematics I OR
MTH 23 Probability and Statistics (3 Credits)

C. Life and Physical Science²

- SCIENCE AST 111, BIO 11, CHM 17, CHM 110,
ENV 11, ESE 11, ESE 12, ESE 13, PHY 11 OR
PHY 110 (3-4 Credits)

Flexible Core

A. World Cultures and Global Issues

- HIS 10 History of the Modern World OR
HIS 11 Introduction to the Modern World (3 Credits)

D. Individual and Society

- COMM 11 Fundamentals of Interpersonal
Communication (3 Credits)

Choose two courses from Flexible Core A-E³ (6 Credits)

SUBTOTAL 21-22

Major Requirements

- BUS 10 Introduction to Business (3 Credits)
- BUS 51 Principles of Management (3 credits)
- BIS 13 Introduction to Internet
and Web Development (3 Credits)
- COM 31 Business Communications (3 Credits)

- CWE 31⁴ Cooperative Work Experience (2 Credits)
- DAT 10 Computer Fundamental and
Applications (3 Credits)
- DAT 36 Microcomputer Spreadsheet
Applications (3 Credits)
- DAT 38 Microcomputer Database
Applications (3 Credits)
- FYS 11⁵ First Year Seminar (0-1 Credit)
- Free Elective (1 credit)
- KEY 10 Keyboarding for Computers (1 Credit)
- KEY 11 Document Formatting and Speed
Development (2 Credits)
- KEY 12 Advanced Document Production (2 Credits)
- Lab Science Credit² (0-1 Credit)
- WPR 11 Transcription for Business (3 Credits)
- WPR 21 Word Processing Applications (3 Credits)
- WPR 24 Presentation for Business (3 Credits)

SUBTOTAL 38-40

TOTAL: 60-61 Credits required for AAS Degree⁶

¹ Students planning to transfer to a four-year college should take MTH 30 or 31.

² Students may select either a 4-credit or a 3-credit science course. Students selecting a 3-credit course must also complete an additional 1-credit lab course to fulfill graduation requirements.

³ Student must select two 3-credit courses that fulfill Pathways Flexible Core A-E (no more than one in each Core area). In an effort to provide students with a well-rounded liberal learning experience, students are encouraged to fulfill this requirement by selecting courses from Flexible Core Areas B, C or E as these areas are not already required by this program.

⁴ CWE 31 is a two (2) credit course. A student should enroll in CWE one year before graduating or when starting the third semester. See the CWE advisor in Loew Hall, Career Services, during the second semester. Students who are employed full-time are not required to complete CWE. A waiver must be obtained from the Department Chairperson by submitting documentation of current full-time employment. After a written waiver of CWE is obtained, the student must substitute the required CWE credits with any course(s) offered by the Business and Information Systems Department. College Work-Study assignments within CUNY may not be used as substitutes for the CWE internship.

⁵ Students must take FYS 11 prior to earning 24 degree or equated credits. Students who have earned 24 or more degree or equated credits are permitted to use the one credit as a free elective. It is highly recommended that students take FYS 11 in their first or second semester. This requirement will be waived for students who have earned 24 or more degree or equated credits at BCC or another college and transfer into this program.

⁶ Students transferring into the program with 24 or more degree or equated credits will be required to complete only 60 credits to graduate.

