

A.A.S. OFFICE ADMINISTRATION AND TECHNOLOGY

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Successful completion of CUNY/ACT Tests in Reading and writing and COMPASS Math Skills Test with passing examination scores or developmental courses may be required.

One (1) Writing Intensive course in any discipline from any category below is required. Such courses are designated "W". Participation in a Learning Community that includes ENG 12 also satisfies this requirement.

ENG 01200.....	3 credits
ENG 02400.....	3
HE 01400	1

A passing score on the CUNY Proficiency Exam (CPE) is required for graduation and must be taken following the completion of 45 credits.

DEPARTMENT REQUIREMENTS §

ALL Majors must take:

••Elementary Keyboarding (TEC 01100).....	2 credits
••Intermediate Keyboarding (TEC 01200)	2
Advanced Keyboarding (TEC 01300)	2
Office Administration (TEC 03400).....	3
Business Communications (ADM 03700)	3
Field Experience (ADM 09200).....	3

PLUS, FOR STENOGRAPHIC MAJORS WITH CONCENTRATIONS IN:

EXECUTIVE

••Elementary Shorthand (ADM 01500).....	3
••Intermediate Shorthand (ADM 01700).....	3
Advanced Shorthand and Transcription (ADM 03000).....	4
Computer Applications I (TEC 02500) or Introduction to Computer Concepts (BA 06000) or Introduction to Computers and Computer Applications (CP 01100)	3-4 credits

LEGAL

••Elementary Shorthand (ADM 01500).....	3
••Intermediate Shorthand (ADM 01700).....	3
Advanced Shorthand and Transcription (ADM 03000).....	4
Legal Terminology and Law Office Transcription (TEC 05000)	3
Computer Applications I (TEC 02500) or Introduction to Computer Concepts (BA 06000) or Introduction to Computers and Computer Applications (CP 01100)	3-4 credits

SCHOOL

••Elementary Shorthand (ADM 01500).....	3
••Intermediate Shorthand (ADM 01700).....	3
Advanced Shorthand and Transcription (ADM 03000).....	4
School Secretary I and II (ADM 05300, 05400)	4
School Records and Accounts (ADM 05500)	2
Computer Applications I (TEC 02500) or Introduction to Computer Concepts (BA 06000) or Introduction to Computers and Computer Applications (CP 01100)	3-4 credits

PLUS, OPTIONS FOR NON-STENOGRAPHIC MAJORS WITH CONCENTRATIONS IN:

WORD/INFORMATION PROCESSING

Basic Word/Information Processing (TEC 02100)	3 credits
Machine Transcription (TEC 02300)	3
Office Systems and Procedures (ADM 02400)	3
Office Computer Applications 1 (TEC 02500).....	3
Office Computer Applications 11 (TEC 02600).....	3

MEDICAL WORD/INFORMATION PROCESSING

Basic Word/Information Processing (TEC 02100)	3 credits
Machine Transcription (TEC 02300)	3
Office Systems and Procedures (ADM 02400)	3
Office Computer Applications 1 (TEC 02500).....	3
Office Computer Applications 11 (TEC 02600).....	3
Terminology and Electronic Transcription (TEC 06100).....	4
Computer Applications for Medical Office (TEC 06200)	3

GENERAL EDUCATION REQUIREMENTS — 16-17 credits

Nine (9) credits from Groups A and B (a minimum of three (3) credits from each group plus three (3) more credits in another discipline from either Group A or B) plus seven (7) or eight (8) credits from Group C.

Group A — ARTS AND HUMANITIES.....3 - 6 credits
Disciplines: *Art - Foreign Language - Literature – Media & Film Studies - Music - Philosophy -
Speech - Theatre Arts*
Excluded are Art studio, Music studio, Theatre production & skills courses

Group B — BEHAVIORAL AND SOCIAL SCIENCES3 - 6 credits
Disciplines: *Anthropology – Economics - History – Political Science - Psychology - Sociology*

Group C — MATHEMATICS AND SCIENCES.....7 - 8 credits
A mathematics course and a laboratory science course selected from:
Biology - Chemistry - Earth & Planetary Science – Physics

ELECTIVES: 0 – 9 credits sufficient to meet required total of 60 credits

Elementary Keyboarding and Shorthand required of students who do not meet Department requirements.
Intermediate Keyboarding and Shorthand may be waived for students who meet Department requirements.

- This program is within the Business Department.
- § Consultation with the Department Advisor is required.
- Students with previous typing and/or steno background may be exempt from elementary and/or intermediate courses upon consultation with the Department Advisor.