

A.A.S. OFFICE ADMINISTRATION & TECHNOLOGY

Department: Business

Total credits: 60

COLLEGE REQUIREMENTS**CREDITS**

Successful completion of CUNY Tests in Reading and Writing and the 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. Participation in a Learning Community that includes ENG 1200 or 2400 also satisfies this requirement.

- Two (2) Civic Engagement experiences—satisfied by CE-Certified or CE-Component courses or approved outside activity. Refer to the *Degree Requirements* section of this catalog.

CUNY CORE

Approved Required and Flexible Core courses are listed in the *General Education: CUNY Pathways* section of this catalog. When possible it is recommended you fulfill your Required and/or Flexible Core requirements with courses also required for the major.

REQUIRED CORE:

ENG 1200	3
ENG 2400	3
±Mathematical & Quantitative Reasoning	3
±Life and Physical Sciences	3

FLEXIBLE CORE:

Nine (9) credits with one (1) course from three (3) groups A-E. **Each course from a different discipline.** 9

- A. World Cultures & Global Issues
- B. U.S. Experience In Its Diversity
- C. Creative Expression
- D. Individual and Society
- ± E. Scientific World

DEGREE REQUIREMENTS §

Students with typing skills may be exempt from elementary and/or intermediate courses upon consultation with the Department Advisor. Depending on their keyboarding skills, students must take one of these three keyboarding course sequences:

- Students with no (or minimal) keyboarding skills must take TEC 1100, 1200 and 1300 (6 credits)
- Students with moderate keyboarding skills, with department approval, must take TEC 4100 and 1300 (6 credits)
- Students with advanced keyboarding skills, with department approval, must take TEC 4200 (4 credits)

All majors must take:

Keyboarding (as listed above)	4-6
Organizing the Electronic Office (TEC 2400)	3
Office Administration (TEC 3400)	3

Business Communications (ADM 3700)	3
Computer Applications I (TEC 2500) or Introduction to Computer Concepts (BA 6000)	3
Field Experience (ADM 9200)	3
Critical Issues in Personal Health (HE 1400)	1

PLUS, FOR STENOGRAPHIC MAJORS WITH CONCENTRATIONS IN:**EXECUTIVE**

Elementary Shorthand (ADM 1500)	3
Intermediate Shorthand (ADM 1700)	3
Advanced Shorthand and Transcription (ADM 3000)	4

LEGAL

Elementary Shorthand (ADM 1500)	3
Intermediate Shorthand (ADM 1700)	3
Advanced Shorthand and Transcription (ADM 3000)	4
Legal Terminology and Law Office Transcription (TEC 5000)	3

SCHOOL

Elementary Shorthand (ADM 1500)	3
Intermediate Shorthand (ADM 1700)	3
Advanced Shorthand and Transcription (ADM 3000)	4
School Secretary I (ADM 5300)	2
School Secretary II (ADM 5400)	2
School Records and Accounts (ADM 5500)	2

PLUS, FOR NON-STENOGRAPHIC MAJORS WITH CONCENTRATIONS IN:**WORD/INFORMATION PROCESSING**

Basic Word/Information Processing (TEC 2100)	3
Machine Transcription (TEC 2300)	3
Office Systems and Procedures (ADM 2400)	3
Office Computer Applications II (TEC 2600)	3

MEDICAL WORD/INFORMATION PROCESSING

Basic Word/Information Processing (TEC 2100)	3
Machine Transcription (TEC 2300)	3
Office Systems and Procedures (ADM 2400)	3
Terminology and Electronic Transcription (TEC 6100)	4
Computer Applications for Medical Office (TEC 6200)	3

ELECTIVES 1 – 9 credits sufficient to meet required total of

§ Consultation with the Department Advisor is required.

± **Note:** You may elect to take a math or science course that is 4 credits or more. TAP counts 3 credits towards the requirement and the 4th credit as elective.

STUDENT LEARNING OUTCOMES

Demonstrate Database Proficiency

TEC 2500 TEC 2600 TEC 3400

Identify and perform basic database skills in the creation of a database file

TEC 2500 TEC 2600 TEC 3400

Use effective software (MS Office 2013) applications, as well as create queries, proofread, and edit a database file

TEC 2500 TEC 2600 TEC 3400

Manage fields, records, and file electronically and manually

TEC 2500 TEC 2600 TEC 3400

Sort, arrange, filter, insert into, delete from and print the contents of the database

TEC 2500 TEC 2600 TEC 3400

Verbally define and describe as well as print the information contained in the database

TEC 2500 TEC 2600 TEC 3400