

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Date: \_\_\_\_\_

ID#: XXX-XX-\_\_\_\_\_ MAJOR: OFFICE ADMINISTRATION AND TECHNOLOGY  
(SCHOOL CONCENTRATION) (10C)

**I. DEVELOPMENTAL REQUIREMENTS:**

- ☞ Student Passed/Exempt Reading CUNY Examination
  - ☞ Student Failed Reading CUNY \_\_\_\_\_ score
  - ☞ Student Passed/Exempt Writing CUNY Examination
  - ☞ Student Failed Writing CUNY \_\_\_\_\_ score
  - ☞ Student Passed CUNY Math or COMPASS
  - ☞ Student Failed CUNY Math or COMPASS
- Old Test: Parts 1 and 2 \_\_\_\_\_  
(Total Score)
- COMPASS: M1 \_\_\_\_\_ M2 \_\_\_\_\_ M3 \_\_\_\_\_ M5 \_\_\_\_\_

**II. COLLEGE REQUIREMENTS: 7 credits**

Note: All courses with an asterisk (\*) have a pre-requisite.

Course	Credits	Course	Credits	Course	Credits
☞ Eng 12*		☞ Eng 24*		☞ HE14	

(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.

**III. Department Requirements:**

Note: All courses with an asterisk (\*) have a pre-requisite. All courses with a plus (+) have a co-requisite.

Course	Credits	Course	Credits	Course	Credits	Course	Credits
☞ TEC 11		☞ ADM 15		☞ ADM 92+		☞ ADM 53	
☞ TEC 12*		☞ ADM 17*		☞ TEC 25 or BA 60 or CP 11		☞ ADM 54	
☞ TEC 13*		☞ ADM 30*		☞ TEC 50		☞ ADM 55	
☞ TEC 34+		☞ ADM 37*		<b>Advanced keyboarders ONLY:</b>			
				☞ ***TEC 41 and TEC 42			

\*\*\*Departmental permission required. Advanced keyboarders should see an Advisor regarding these courses.

**IV. 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. **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
- B. **Behavioral and Social Sciences** 3 – 6 credits  
Disciplines: Anthropology – Economics – History – Political Science – Psychology – Sociology
- C. **Mathematics and Sciences** 8 credits  
A mathematics course **and** a laboratory science course selected from:  
Biology – Chemistry – Earth & Planetary Science – Physics

**ELECTIVES: 1 – 7 credits sufficient to meet required total of 60 credits**

**SEMESTER:** Fall \_\_\_\_\_ Spring \_\_\_\_\_

**MODULE:** Winter \_\_\_\_\_ Summer \_\_\_\_\_

Course	Credits/Equated Credits
1.	
2.	
3.	
4.	
5.	

Course	Credits/Equated Credits
1.	
2.	

**MODULE:** Winter \_\_\_\_\_ Summer \_\_\_\_\_

Course	Credits/Equated Credits
1.	
2.	

\_\_\_\_ As a student who is part of the Access-Ability Center, I know that I am advised to return to room D-205 for any course modifications or discussion of accommodations.

I have read and understand that this is what I need in order to satisfy my degree requirements.

Advisor Signature: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_