Last Name: _____   First Name: _____

Emplid# _____   MAJOR: OFFICE ADMINISTRATION AND TECHNOLOGY (A.A.S.)
(WORD/INFORMATION PROCESSING CONCENTRATION)

English Placement: _____   Math Placement: _____

COLLEGE REQUIREMENTS/REQUIRED CORE: 12 credits

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

Course	Credits	Course	Credits	Course	Credits	Course	Credits
∃ Eng 12*		∃ Eng 24*		∃ Mathematical & Quantitative Reasoning		∃ Life & Physical Sciences	

CIVIC ENGAGEMENT REQUIREMENT

Two (2) Civic Engagement experiences-satisfied by CE-Certified or CE-Component courses or   ∃ **Exp. One**   ∃ **Exp**. **Two**
approved outside activity.

WRITING INTENSIVE REQUIREMENT

One (1) Writing Intensive course in any discipline

Note: Go to KCC website: Click on the QUICK LINKS tab for a list of CE and writing intensive courses.

FLEXIBLE CORE: **9 credits*** Nine (9) credits with one (1) course from three (3) groups selected from A-E.
Each course from a different discipline. Requirements for the major may also fulfill Flexible Core requirements where indicated.

	Course	Credits
A. **World Cultures and Global Issues**		
B. **U.S. Experience in its Diversity**		
C. **Creative Expression**		
D. **Individual and Society**		
E. **Scientific World**		

DEPARTMENT REQUIREMENTS FOR THE MAJOR: 32-34 credits

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

Course	Credits	Course	Credits
∃ TEC 21		∃ TEC 34+	
∃ TEC 23		∃ ADM 24	
∃ TEC 24		∃ ADM 37*	
∃ TEC 25 **or** BA 60		∃ ADM 92+	
∃ TEC 26		∃ HE 14	

Keyboarding Sequence	Courses	Credits
No Keyboarding Skills (6 credits)	TEC 11, TEC 12, & TEC 13 ∃ ∃ ∃	
Moderate Keyboarding Skills (6 credits)	TEC 41 & TEC 13 ∃ ∃	
Advanced Keyboarding Skills (4 credits)	TEC 42 ∃	

ELECTIVES: 5-7 credits sufficient to meet required total of   60 credits

Course	Credits	Course	Credits	Course	Credits	Course	Credits

12 – Week Semester	6 – Week Module	12 – Week Semester	6 – Week Module

Note: This Academic Plan is subject to change based on successful completion of any prerequisites and/or remedial course work required.

_____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 to discuss accommodations.

_____All students enrolled in special programs should also consult with their program advisor for future planning.

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

Advisor (Print Name): _____Student Signature: _____Date:_____