Last Name: _____ **First Name:** _____

Emplid# _____ **MAJOR: OFFICE ADMINISTRATION AND TECHNOLOGY (A.A.S.)**
(MEDICAL 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   39-41 credits

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

Course	Credits	Course	Credits
∋ HE 14		∋ TEC 34+	
∋ TEC 21		∋ TEC 61	
∋ TEC 23		∋ TEC 62	
∋ TEC 24		∋ ADM 24	
∋ TEC 25 **or** BA 60		∋ ADM 37*	
∋ TEC 26		∋ ADM 92+	

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: 0 credit sufficient to meet required total of   60-62 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:_____