

Last Name: _____ First Name: _____

Emplid# _____ **MAJOR: OFFICE ADMINISTRATION AND TECHNOLOGY (A.A.S.)**
(SCHOOL 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:

36-38 credits

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

Course	Credits	Course	Credits	Keyboarding Sequence	Courses	Credits
∩ TEC 24		∩ ADM 37*		No Keyboarding Skills (6 credits)	TEC 11, TEC 12, & TEC 13 ∩ ∩ ∩	
∩ TEC 34+		∩ ADM 53		Moderate Keyboarding Skills (6 credits)	TEC 41 & TEC 13 ∩ ∩	
∩ TEC 25 or BA 60		∩ ADM 54		Advanced Keyboarding Skills (4 credits)	TEC 42 ∩	
∩ ADM 15		∩ ADM 55				
∩ ADM 17*		∩ ADM 92+				
∩ ADM 30*		∩ HE 14				

ELECTIVES: 1-3 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: _____