Kingsborough Community College
Academic Advisement Plan

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

ID#: XXX-XX-_____ **MAJOR: OFFICE ADMINISTRATION AND TECHNOLOGY**
(EXECUTIVE CONCENTRATION) (10A)

I. DEVELOPMENTAL REQUIREMENTS:

- ∋ **Student Passed/Exempt Reading CUNY Examination**
- ∋ **Student Passed/Exempt Writing CUNY Examination**
- ∋ **Student Passed CUNY Math or COMPASS**
- ∋ **Student Failed Reading CUNY** _____ **score**
- ∋ **Student Failed Writing CUNY** _____ **score**
- ∋ **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 Commuity 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
∋ TEC 11		∋ ADM 15		∋ ADM 92+	
∋ TEC 12*		∋ ADM 17*		∋ TEC 25 **or** BA 60 **or** CP 11	
∋ TEC 13*		∋ ADM 30*		**Advanced keyboarders ONLY:** ∋ ∋ ***TEC 41 **and** TEC 42	
∋ TEC 34+		∋ ADM 37*			

*****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 four credit 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_____

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

MODULE: Winter_____ Summer _____

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:_____