

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

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 |
|-----------|---------|-----------|---------|---|---------|----------------------------|---------|
| ə Eng 12* |         | ə Eng 24* |         | ə Mathematical & Quantitative Reasoning |         | ə Life & Physical Sciences |         |

**CIVIC ENGAGEMENT REQUIREMENT**

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

**WRITING INTENSIVE REQUIREMENT**

One (1) Writing Intensive course in any discipline from any category below is required.

**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 |
|--------------------|---------|----------|---------|---|-----------------------------------|---------|
| ə TEC 24           |         | ə TEC 21 |         | No Keyboarding Skills (6 credits)       | TEC 11, TEC 12, & TEC 13<br>ə ə ə |         |
| ə TEC 34           |         | ə TEC 23 |         | Moderate Keyboarding Skills (6 credits) | TEC 41 & TEC 13<br>ə ə            |         |
| ə ADM 37* or BA 33 |         | ə TEC 61 |         | Advanced Keyboarding Skills (4 credits) | TEC 42<br>ə                       |         |
| ə TEC 25 or BA 60  |         | ə TEC 62 |         |   |                                   |         |
| ə ADM 92+          |         | ə ADM 24 |         |   |                                   |         |
| ə HE 14            |         |          |         |   |                                   |         |

**ELECTIVES:** 1-3 credit sufficient to meet required total of 60 credits

| Course | Credits | Course | Credits | Course | Credits | Course | Credits |
|--------|---------|--------|---------|--------|---------|--------|---------|
|        |         |        |         |        |         |        |         |

| Semester/Module | Semester/Module | Semester/Module | Semester/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 Signature: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_