



Last Name: _____ First Name: _____ Date: _____

ID#: XXX-XX-_____ **MAJOR: OFFICE ADMINISTRATION AND TECHNOLOGY**
(WORD/INFORMATION PROCESSING CONCENTRATION) (10E)

I. DEVELOPMENTAL REQUIREMENTS:

- | | |
|--|--|
| <ul style="list-style-type: none"> ⊗ Student <u>Passed/Exempt</u> Reading CUNY Examination ⊗ Student <u>Passed/Exempt</u> Writing CUNY Examination ⊗ Student <u>Passed</u> CUNY Math or COMPASS | <ul style="list-style-type: none"> ⊗ Student <u>Failed</u> Reading CUNY _____ score ⊗ Student <u>Failed</u> Writing CUNY _____ score ⊗ Student <u>Failed</u> CUNY Math or COMPASS
 <u>Old Test:</u> Parts 1 and 2 _____
 (Total Score)
 <u>COMPASS:</u> 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 Community 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	Course	Credits
⊗ TEC 11		⊗ ADM 24		⊗ ADM 92+		<u>Advanced keyboarders ONLY:</u> ⊗ ⊗ ***TEC 41 and TEC 42	
⊗ TEC 12*		⊗ ADM 30*		⊗ TEC 23			
⊗ TEC 13*		⊗ ADM 37*		⊗ TEC 25			
⊗ TEC 34+		⊗ TEC 21		⊗ TEC 26			

***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 _____

MODULE: Winter _____ Summer _____

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

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: _____