

PLAN OF STUDY FORM - 99/00
BUSINESS OFFICE TECHNOLOGY
LEGAL SECRETARY OPTION
ASSOCIATE IN SCIENCE DEGREE
CREDITS REQUIRED - 61-62

MOHEGAN CAMPUS - TRCTC

NAME: _____
 First Last

STUDENT ID# _____

Advanced Credits:

Transfer Credits _____

#CLEP/DANTES _____

#Credit by Exam _____

#APL Credits _____

#Military credits _____

Name(s) of transfer college(s) _____

A combined maximum of 30 credits may be used to satisfy degree requirements.

Computer Literacy Requirement met by: _____

<u>DEPT & NO.</u>	<u>TITLE OF COURSE</u>	<u>CREDITS</u>	<u>SEMESTER COMPLETED</u>	<u>TO BE COMPLETED</u>
ACC K111*	Financial Accounting I	4	_____	_____
BUS K111	Introduction to Business	3	_____	_____
ECO K111	Macroeconomics	3	_____	_____
ENG K111*	College Composition	3	_____	_____
ENG K112*	Literature and Composition	3	_____	_____
ENG K221*	Managerial Communication	3	_____	_____
MAT K106*	Business Applications or higher math	3	_____	_____
MGT K113	Business Law I	3	_____	_____
MGT K114*	Business Law II	3	_____	_____
BOT K111	Keyboarding on Computers	3	_____	_____
BOT K114*	Word Processing Applications I	3	_____	_____
BOT K120	Microsoft Works on the Macintosh	3	_____	_____
BOT K214*	Word Processing Applications II	3	_____	_____
BOT K216*	Machine Transcription	3	_____	_____
BOT K220*	Administrative Office Procedures I	3	_____	_____
BOT K221*	Administrative Office Procedures II	3	_____	_____
BOT K222*	Legal Office Procedures	3	_____	_____
BOT K225*	Business Office Technology Practicum	3	_____	_____

LIBERAL ARTS & SCIENCES ELECTIVES: (Humanities, Mathematics, Natural Sciences, Social Sciences)
 _____ 3-4 _____

SCIENCE ELECTIVE: _____

3-4

* Course has a prerequisite. Students should check course description in the catalog or semester class schedule.

DEVELOPMENTAL COURSES COMPLETED:

Writing Workshop _____

Semester/Year

Effective Reading _____

Semester/Year

Basic Math Skills _____

Semester/Year

Basic Algebra _____

Semester/Year

PLAN OF STUDY REVIEWED BY:

Advisor _____ Date

Student _____ Date

Graduation Audit Completed by:

Signature _____ Date