PLAN OF STUDY FORM - 2001/2002
BUSINESS OFFICE TECHNOLOGY
WORD PROCESSING CERTIFICATE PROGRAM – KJ20
CREDITS REQUIRED – 27

THREE RIVERS COMMUNITY COLLEGE
NAME:_____
       First   Last
STUDENT ID#_____

Advanced Credits:
   Transfer Credits   _____
   #CLEP/DANTES   _____
   #Credit by Exam   _____
   #APL Credits   _____
   #Military credits   _____

Name(s) of transfer college(s)_____
_____
_____

Computer Literacy Requirement met by:_____

DEPT & NO.	TITLE OF COURSE	CREDITS	SEMESTER COMPLETED	TO BE COMPLETED
BOT/CSC K104*	Spreadsheets I	1		
BOT/CSC K106*	Presentation Graphics	1		
BOT/CSC K107*	Database Applications	1		
BUS K111	Introduction to Business	3		
ENG K111*	College Composition	3		
ENG K221*	Managerial Communication	3		
MAT K106*	Business Applications or higher math	3		
BOT K111	Keyboarding for Information Processing	3		
BOT K131*	Word Processing Applications	3		
BOT K239*	Integrated Office	3		
BOT K251*	Administrative Procedures I	3		

* 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