PLAN OF STUDY FORM - 2000/2001
BUSINESS OFFICE TECHNOLOGY
ADMINISTRATIVE ASSISTANT OPTION – KA14
ASSOCIATE IN SCIENCE DEGREE
CREDITS REQUIRED – 61-62

THREE RIVERS COMMUNITY COLLEGE
NAME:_____

First   Last

STUDENT ID#_____

Advanced Credits:

Transfer Credits	_____	Name(s) of transfer college(s)_____
#CLEP/DANTES	_____	
#Credit by Exam	_____	_____
#APL Credits	_____	
#Military credits	_____	_____

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

Computer Literacy Requirement met by:_____

DEPT & NO.	TITLE OF COURSE	CREDITS	SEMESTER COMPLETED	TO BE COMPLETED
ACC K111*	Financial Accounting I	4		
BOT/CSC K104*	Spreadsheets I	1		
BOT/CSC K106*	Presentation Graphics	1		
BOT/CSC K107*	Database Applications	1		
BUS K111	Introduction to Business	3		
ECO K111	Macroeconomics	3		
ENG K111*	College Composition	3		
ENG K112*	Literature and Composition	3		
ENG K129*	Desktop Publishing	3		
ENG K221*	Managerial Communication	3		
MAT K106*	Business Applications or higher math	3		
MGT K113	Business Law I	3		
BOT K111	Keyboarding for Information Processing	3		
BOT K131*	Word Processing Applications	3		
BOT K239*	Integrated Office	3		
BOT K241*	Machine Transcription	3		
BOT K251*	Administrative Procedures I	3		
BOT K252*	Administrative Procedures II	3		
BOT K291*	Administrative Practicum	3		

NATURAL SCIENCE ELECTIVE or HLT K111 Personal Health or BIO K127 Introduction to Nutrition:

_____	_____	3-4	_____	_____

OPEN ELECTIVE:

_____	_____	3	_____	_____
_____	_____	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