

**PLAN OF STUDY FORM - 98/99  
 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 &amp; NO.</u>	<u>TITLE OF COURSE</u>	<u>CREDITS</u>	<u>SEMESTER COMPLETED</u>	<u>TO BE COMPLETED</u>
ACC 111*	Principles of Accounting I	4	_____	_____
BUS 111	Introduction to Business	3	_____	_____
ECO 111	Macroeconomics	3	_____	_____
ENG 111*	College Composition	3	_____	_____
ENG 112*	Literature and Composition	3	_____	_____
ENG 221*	Managerial Communications	3	_____	_____
MAT 106*	Business Math or higher	3	_____	_____
MGT 113	Business Law I	3	_____	_____
MGT 114*	Business Law II	3	_____	_____
BOT 111	Keyboarding on Computers	3	_____	_____
BOT 114*	Word Processing Applications I	3	_____	_____
BOT 120	Microsoft Works on the Macintosh	3	_____	_____
BOT 214*	Word Processing Applications II	3	_____	_____
BOT 216*	Machine Transcription	3	_____	_____
BOT 220*	Administrative Office Procedures I	3	_____	_____
BOT 221*	Administrative Office Procedures II	3	_____	_____
BOT 222*	Legal Office Procedures	3	_____	_____
BOT 225*	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