**MOHEGAN CAMPUS - TRCTC** PLAN OF STUDY FORM - 98/99 NAME: BUSINESS OFFICE TECHNOLOGY Last First MEDICAL SECRETARY OPTION ASSOCIATE IN SCIENCE DEGREE STUDENT ID# CREDITS REQUIRED - 61-62 Advanced Credits: Name(s) of transfer college(s)\_\_\_\_\_ Transfer Credits #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:\_\_\_ TO BE SEMESTER 1 **COMPLETED CREDITS** COMPLETED TITLE OF COURSE DEPT & NO. Principles of Accounting I ACC 111\* 3 Introduction to Business BUS 111 3 Macroeconomics ECO 111 3 College Composition **ENG 111\*** 3 Literature and Composition **ENG 112\*** 3 Managerial Communications **ENG 221\*** 3 Personal Health HSC 111 3 Business Math or higher MAT 106\* 3 Keyboarding on Computers BOT 111 3 Word Processing Applications I **BOT 114\*** 3 Medical Terminology **BOT 117** 3 Microsoft Works on the Macintosh **BOT 120** 3 Word Processing Applications II **BOT 214\*** 3 Machine Transcription **BOT 216\*** 3 Administrative Office Procedures I **BOT 220\*** 3 Administrative Office Procedures II **BOT 221\*** 3 Medical Office Procedures **BOT 223\*** 3 Business Office Technology Practicum **BOT 225\*** LIBERAL ARTS & SCIENCES ELECTIVES: (Humanities, Mathematics, Natural Sciences, Social Sciences) SCIENCE ELECTIVE: 3-4 \* Course has a prerequisite. Students should check course description in the catalog or semester class schedule. PLAN OF STUDY REVIEWED BY: DEVELOPMENTAL COURSES COMPLETED: Writing Workshop Date Advisor Semester/Year Effective Reading

Student

Signature

Graduation Audit Completed by:

Semester/Year

Semester/Year

Semester/Year

Basic Math Skills

Basic Algebra

Date

Date