

**PLAN OF STUDY FORM - 2000/2001**  
**BUSINESS OFFICE TECHNOLOGY – KJ20**  
**WORD PROCESSING CERTIFICATE PROGRAM**  
**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: \_\_\_\_\_

<u>DEPT &amp; NO.</u>	<u>TITLE OF COURSE</u>	<u>CREDITS</u>	<u>SEMESTER COMPLETED</u>	<u>TO BE COMPLETED</u>
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 \_\_\_\_\_