PLAN OF STUDY FORM - 98/99
BUSINESS OFFICE TECHNOLOGY
WORD PROCESSING
CERTIFICATE PROGRAM
CREDITS REQUIRED – 30

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) _____

Computer Literacy Requirement met by: _____

DEPT & NO.	TITLE OF COURSE	CREDITS	SEMESTER COMPLETED	TO BE COMPLETED
BUS 111	Introduction to Business	3		
ENG 111*	College Composition	3		
ENG 221*	Managerial Communications	3		
MAT 106*	Business Math or higher	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		

* 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