

PLAN OF STUDY FORM - 99/00
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: _____

<u>DEPT & NO.</u>	<u>TITLE OF COURSE</u>	<u>CREDITS</u>	<u>SEMESTER COMPLETED</u>	<u>TO BE COMPLETED</u>
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 on Computers	3	_____	_____
BOT K114*	Word Processing Applications I	3	_____	_____
BOT K120	Microsoft Works on the Macintosh	3	_____	_____
BOT K214*	Word Processing Applications II	3	_____	_____
BOT K216*	Machine Transcription	3	_____	_____
BOT K220*	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