PLAN OF STUDY FORM - 99/00
BUSINESS OFFICE TECHNOLOGY
ADMINISTRATIVE ASSISTANT 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:_____

DEPT & NO.	TITLE OF COURSE	CREDITS	SEMESTER COMPLETED	TO BE COMPLETED
ACC K111*	Financial Accounting I	4		
BUS K111	Introduction to Business	3		
CSC K1175	Computer Applications I	3		
ECO K111	Macroeconomics	3		
ENG K111*	College Composition	3		
ENG K112*	Literature and Composition	3		
ENG K221*	Managerial Communication	3		
MAT K106*	Business Applications or higher math	3		
MGT K113	Business Law I	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		
BOT K221*	Administrative Office Procedures II	3		
BOT K225*	Business Office Technology Practicum	3		

LIBERAL ARTS & SCIENCES ELECTIVES: (Humanities, Mathematics, Natural Sciences, Social Sciences)
               3 _____ _____

_____

SCIENCE ELECTIVE: 3-4 _____ _____

_____

OPEN ELECTIVE: 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:

_____ Date
Advisor

_____ Date
Student

Graduation Audit Completed by:

_____ Date
Signature