**PLAN OF STUDY FORM - 2001/2002**
**BUSINESS OFFICE TECHNOLOGY**
**ADMINISTRATIVE ASSISTANT OPTION – KA14**
ASSOCIATE IN SCIENCE DEGREE
CREDITS REQUIRED – 61-62

**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)_____
_____
_____

# 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 | | |
| BOT/CSC K104* | Spreadsheets I | 1 | | |
| BOT/CSC K106* | Presentation Graphics | 1 | | |
| BOT/CSC K107* | Database Applications | 1 | | |
| BUS K111 | Introduction to Business | 3 | | |
| ECO K111 | Macroeconomics | 3 | | |
| ENG K111* | College Composition | 3 | | |
| ENG K112* | Literature and Composition | 3 | | |
| ENG K129* | Desktop Publishing | 3 | | |
| ENG K221* | Managerial Communication | 3 | | |
| MAT K106* | Business Applications or higher math | 3 | | |
| MGT K113 | Business Law I | 3 | | |
| BOT K111 | Keyboarding for Information Processing | 3 | | |
| BOT K131* | Word Processing Applications | 3 | | |
| BOT K239* | Integrated Office | 3 | | |
| BOT K241* | Machine Transcription | 3 | | |
| BOT K251* | Administrative Procedures I | 3 | | |
| BOT K252* | Administrative Procedures II | 3 | | |
| BOT K291* | Administrative Practicum | 3 | | |

NATURAL SCIENCES ELECTIVE or HLT K111 Personal Health or BIO K127 Introduction to Nutrition:

| | | | | |
|---|---|---|---|---|
| | | 3-4 | | |

OPEN ELECTIVES:

| | | | | |
|---|---|---|---|---|
| | | 3 | | |
| | | 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