PLAN OF STUDY FORM - 2001/2002
BUSINESS OFFICE TECHNOLOGY
LEGAL SECRETARY OPTION – KB56
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		
MGT K114*	Business Law II	3		
BOT K111	Keyboarding for Information Processing	3		
BOT K131*	Word Processing Applications	3		
BOT K239*	Integrated Office	3		
BOT K271*	Legal Terminology & Transcription	3		
BOT K251*	Administrative Procedures I	3		
BOT K252*	Administrative Procedures II	3		
BOT K275*	Legal Administrative Procedures	3		
BOT K291*	Administrative Practicum	3		
	NATURAL SCIENCES ELECTIVE or HLT K111 Personal Health or BIO K127 Introduction to Nutrition:	3-4		

* 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