

INFORMATIONAL SCIENCES/EXECUTIVE SECRETARY CAREER  
ASSOCIATE IN SCIENCE DEGREE

NAME \_\_\_\_\_

First

Last

Advanced Credits:

Transfer Credits \_\_\_\_\_

CLEP \_\_\_\_\_

Credit by Exam \_\_\_\_\_

DEPT. & NO.	TITLE OF COURSE	CREDITS	SEMESTER COMPLETED	TO BE COMPLETED
ACCT 111	Prin of Accounting I	3	_____	_____
or	or	or	_____	_____
MATH 104	Business Math	3	_____	_____
ENG 111	English I - Composition	3	_____	_____
ENG 112	Approaches to Literature	3	_____	_____
ECON 111	Economics I	3	_____	_____
MGMT 111	Principles of Management	3	_____	_____
MGMT 113	Business Law I	3	_____	_____
SEC 111	Typing I	3	_____	_____
SEC 112	Typing II	3	_____	_____
SEC 115	Shorthand I	3	_____	_____
SEC 116	Shorthand II	3	_____	_____
SEC 117	Intro to Word Information Processing	3	_____	_____
SEC 210	Professional Typing	3	_____	_____
SEC 212	Secretarial Practice I	3	_____	_____
SEC 213	Secretarial Practice II	3	_____	_____
SEC 215	Transcription I	3	_____	_____
SEC 217	Word Processing Equip. Operation and Application	3	_____	_____
SEC 219	Business Communications	3	_____	_____
_____	_____	3	_____	_____
_____	Liberal Arts & Science Elective	3	_____	_____
_____	_____	3	_____	_____
_____	Unrestricted Elective	3	_____	_____
_____	_____	3	_____	_____
_____	Unrestricted Elective	3	_____	_____

Credits required for Associate Degree = 60

Program of Study Approved:

Graduation Requirements:

Advisor \_\_\_\_\_

Advisor \_\_\_\_\_

Student \_\_\_\_\_

Student \_\_\_\_\_

Date \_\_\_\_\_

This Program of Study is effective  
as of the 1987/1988 academic year.  
The college reserves the right to  
modify this Program of Study for  
subsequent academic years.

Comments:

REV: 7/87