

INFORMATIONAL SCIENCES/CAREER  
 EXECUTIVE SECRETARY - 002204  
 ASSOCIATE IN SCIENCE DEGREE  
 CREDITS REQUIRED = 60

NAME: \_\_\_\_\_  
 First Last  
 SS#: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Advanced Credits:

Transfer Credits \_\_\_\_\_ Name(s) of transfer college(s) \_\_\_\_\_  
 CLEP/DANTES \_\_\_\_\_  
 Credit by Exam \_\_\_\_\_  
 APL Credits \_\_\_\_\_  
 Military Credit \_\_\_\_\_

DEPT. & NO.	TITLE OF COURSE	CREDITS	SEMESTER COMPLETED	TO BE COMPLETED
ACCT 111	Principles of Accounting I	3	_____	_____
or		or		
MATH 104	Business Math	3	_____	_____
ECON 111	Economics I	3	_____	_____
ENG 111	English I - Composition	3	_____	_____
ENG 112	Literature and Composition	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	Introduction 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 Equipment Operation and Application	3	_____	_____
SEC 219	Business Communications	3	_____	_____
_____	_____	3	_____	_____
	Liberal Arts & Sciences Elective			
UNRESTRICTED ELECTIVES:				
_____	_____	3	_____	_____
_____	_____	3	_____	_____

PROGRAM OF STUDY REVIEWED BY:

\_\_\_\_\_  
 Advisor

\_\_\_\_\_  
 Student

\_\_\_\_\_  
 Date

Anticipated Date of Graduation: \_\_\_\_\_

This Program of Study is effective as of the 1988/1989 academic year. The college reserves the right to modify this Program of Study in subsequent academic years.

Each student has the responsibility to insure that he/she completes all courses required for graduation, completes pre-requisites for required courses, and completes all other requirements of the College as explained in the College Catalogue.