

OFFICE ADMINISTRATIVE CAREERS PROGRAM  
EXECUTIVE SECRETARY OPTION-002405  
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 \_\_\_\_\_

#A combined maximum of 30 credits may be used to satisfy degree requirements.

| DEPT. & NO. | TITLE OF COURSE  | CREDITS | SEMESTER<br>COMPLETED | TO BE<br>COMPLETED |
|-------------|--|---------|-----------------------|--------------------|
| ACCT 111    | Principles of Accounting I                             | 3       | _____                 | _____              |
| or          | or   | or      | _____                 | _____              |
| MATH 104*   | Business Math  | 3       | _____                 | _____              |
| BUS 111     | Introduction to Business                               | 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<br>Processing         | 3       | _____                 | _____              |
| SEC 210*    | Professional Typing                                    | 3       | _____                 | _____              |
| SEC 212*    | Secretarial Practice I                                 | 3       | _____                 | _____              |
| SEC 213*    | Secretarial Practice II                                | 3       | _____                 | _____              |
| SEC 215*    | Shorthand Transcription                                | 3       | _____                 | _____              |
| SEC 217*    | Word Processing Equipment Operation<br>and Application | 3       | _____                 | _____              |
| SEC 219*    | Business Communications                                | 3       | _____                 | _____              |
| _____       | _____  | 3       | _____                 | _____              |
| _____       | Liberal Arts & Sciences Elective                       | 3       | _____                 | _____              |
| _____       | Unrestricted Elective                                  | 3       | _____                 | _____              |

\*Course has a prerequisite. Students should check course descriptions.

PROGRAM OF STUDY REVIEWED BY:

Advisor \_\_\_\_\_

Student \_\_\_\_\_

Date \_\_\_\_\_

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

This Program of Study is effective as of the 1989/1990 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 prerequisites for required courses, and completes all other requirements of the College as explained in the College Catalogue.