

PROGRAM OF STUDY FORM

MOHEGAN COMMUNITY COLLEGE

**OFFICE ADMINISTRATIVE CAREERS
EXECUTIVE SECRETARY PROGRAM - 002405
ASSOCIATE IN SCIENCE DEGREE
CREDITS REQUIRED = 60**

NAME: _____
First Last

SS#: _____ / _____ / _____

Advanced Credits:

Transfer Credits _____
#CLEP/DANTES _____
#Credit by Exam _____
#APL Credits _____
#Military Credit _____

Name(s) of transfer college(s) _____

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

Computer Literacy Requirement: All degree seeking students must complete a basic computer literacy requirement prior to graduation. A complete explanation of the requirement is available in the Student Development Center Office.

<u>DEPT. & NO.</u>	<u>TITLE OF COURSE</u>	<u>CREDITS</u>	<u>SEMESTER COMPLETED</u>	<u>TO BE COMPLETED</u>
ACCT 111	Principles of Accounting I	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	_____	_____
SEC 111	Typing I	3	_____	_____
SEC 112*	Typing II	3	_____	_____
SEC 115	Shorthand I	3	_____	_____
SEC 116*	Shorthand II	3	_____	_____
EC 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*	Shorthand Transcription	3	_____	_____
SEC 217*	Word Processing Equipment Operations and Application	3	_____	_____
SEC 219*	Business Communications	3	_____	_____
SEC 223	Office Administrative Careers Practicum	3	_____	_____

LIBERAL ARTS AND SCIENCE ELECTIVES:

_____	_____	3	_____	_____
_____	_____	3	_____	_____

* Course has a prerequisite. Students should check course description in the catalog or semester class schedule.

PROGRAM OF STUDY REVIEWED BY:

Advisor Date

Student Date

Anticipated Date of Graduation: _____

This Program of Study is effective as of the 1990/91 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 Catalog.