

**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 met by (see catalog page 55):** \_\_\_\_\_  
course or test name

<u>DEPT. &amp; 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	_____	_____
SEC 111	Typing I	3	_____	_____
SEC 112*	Typing II	3	_____	_____
SEC 115	Gregg Shorthand	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*	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 SCIENCES ELECTIVES:**

_____	_____	3	_____	_____
_____	_____	3	_____	_____
_____	_____	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  
Graduation Audit Completed by:  
\_\_\_\_\_  
Signature Date

This Program of Study is effective as of the 1991/92 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.