Signature

Date

The second secon		NAMI	7.	N
OFFICE ADMINISTR	ATIVE CAREERS	NAMI	First	Last
EXECUTIVE SECRETARY PROGRAM - 002405				
ASSOCIATE IN SCIENCE DEGREE		SS#:	$I = I^{\circ}$	
CREDITS REQUIRED	= 60-61	Som.		
- Control of the Cont			1	
Advanced Credits:	ed Credits:			
Transfer Credits	Name(s) of transfer college(s)		-	
#CLEP/DANTES	CLEP/DANTES		8	
#Credit by Exam				
#APL Credits		Tes	* *	n.
113 Cities - Condit	10 10 10 10 10 10 10 10 10 10 10 10 10 1	₩ // W //2		
#A combined maximum	of 30 credits may be used to satisfy de	gree requirements.		
Computer Literacy Re	equirement met by (see catalog page 5	5):		
	-	course or test	name	⊼ 969
			SEMESTER	TO BE
		c======		COMPLETED
DEPT. & NO.	TITLE OF COURSE	CREDITS	COMPLETED	COMPLETED
ACCT 111*	Principles of Accounting I	3-4		
11001 111	VENEZATATELERANDOTE ■ PENEZARAN CHICANI.			
BUS 111	Introduction to Business	3		*
B03 111				<u> </u>
ECON 111	Economics I	3		
ECON III	Lookona a			26
ENC 111	English I - Composition	· 3	300	3.43
ENG 111	Literature and Composition	3		
ENG 112*	Literature and composition	150		***
	Business Math	3	**************************************	N
MATH 104*	Dusiness Main	-		*
	m: T	3	200	
SEC 111	Typing I	3		
SEC 112*	Typing II	3		
SEC 115	Gregg Shorthand	3	•	
SEC 117	Introduction to Word/	,		
	Information Processing			
SEC 212*	Secretarial Practice I	3		
SEC 213*	Secretarial Practice II	3 -		***************************************
SEC 215*	Shorthand Transcription	3		
SEC 217*	Word Processing Equipment	. 3	(a-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1	*
	Operations and Application			
SEC 219*	Business Communications	3		
SEC 220*	Introduction to Integrated Software	3		
SEC 223*	Office Administrative Careers	3		
SEC 223	Practicum			
	*	\$		
LIDED AL ADTS ANT	SCIENCES ELECTIVES: (Humanitie	s, Mathematics, Natu	ral Sciences, Social Sci	iences)
LIBERAL ARIS ANI	, SCIENCES ELLOTT. 201 (III	The state of the second control of the secon		
	*	3	47	-
***	*	3		
		. 		
	e *2	3		1000
		3	-	
			or or competer class sch	edula
* Course has a prerequ	uisite. Students should check course de	scription in the catalo	of or semester crass see	
- 14° S		28 ₀₀		
			Con la in Continue de	of the 1007/03 ecodemi
PROGRAM OF STU	DY REVIEWED BY:	This Program	or Study is effective at	of the 1992/93 academi
		year. The co	nege reserves the right	to modify this Progran
		of Study in s	ubsequent academic ye	III.
Advisor	Date	509/0507 20 0 - 45/07 A1		
Marie Control of National Control	2000 of the 1000 SECTION 1	Each student	has the responsibility t	o insure that he/she
		completes all	courses required for g	raduation, completes
Student	Date	prerequisites	for required courses, a	nd completes all other
Graduation Audit Co		requirements	of the College as expl	ained in the College
Graduation Addit Co	Ampiecea by.	Catalog.	The second secon	