

PROGRAM OF STUDY FORM

MOHEGAN CAMPUS - TRCTC

OFFICE ADMINISTRATIVE CAREERS
 ADMINSTRATIVE ASSISTANT
 ASSOCIATE IN SCIENCE DEGREE
 CREDITS REQUIRED = 61

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: _____
 course or test name

DEPT. & NO.	TITLE OF COURSE	CREDITS	SEMESTER COMPLETED	TO BE COMPLETED
ACCT 111*	Principles of Accounting I	4	_____	_____
BUS 111	Introduction to Business	3	_____	_____
ECON 111	Economics I	3	_____	_____
ENG 111*	English I - Composition	3	_____	_____
ENG 112*	Literature and Composition	3	_____	_____
MATH 104*	Business Math	3	_____	_____
SEC 111	Typing I	3	_____	_____
SEC 115	Gregg Shorthand	3	_____	_____
SEC 118	Machine Transcription	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 with Word Perfect	3	_____	_____
SEC 219*	Business Communications	3	_____	_____
SEC 220*	Microsoft Works on the Macintosh	3	_____	_____
SEC 223*	Office Administrative Careers Practicum	3	_____	_____

LIBERAL ARTS AND SCIENCES ELECTIVES: (Humanities, Mathematics, Natural Sciences, Social Sciences)

_____	_____	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 1993/94 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.