

## PROGRAM OF STUDY FORM

MOHEGAN CAMPUS • TRCTC

OFFICE ADMINISTRATIVE CAREERS  
ADMINISTRATIVE 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*	College Composition	3	_____	_____
ENG 112*	Literature and Composition	3	_____	_____
MATH 104*	Business Math or higher	3	_____	_____
SEC 110	Keyboarding on Computers	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 1994/95 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.