

PLAN OF STUDY FORM - 97/98

MOHEGAN CAMPUS - TRCTC

**OFFICE ADMINISTRATIVE CAREERS
WORD PROCESSING CERTIFICATE
CREDITS REQUIRED - 30**

NAME: _____
 First Last
SS#: _____ / _____ / _____

Advanced Credits:
Transfer Credits _____ Name(s) of transfer college(s) _____
#CLEP/DANTES _____
#Credit by Exam _____
#APL Credits _____
#Military credits _____

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

<u>DEPT & NO.</u>	<u>TITLE OF COURSE</u>	<u>CREDITS</u>	<u>PLANNED</u>	<u>COMPLETED</u>
BUS 111	Introduction to Business	3	_____	_____
ENG 111*	College Composition	3	_____	_____
ENG 221*	Managerial Communication	3	_____	_____
MAT 106*	Business Applications or higher	3	_____	_____
OAC 111	Keyboarding on Computers	3	_____	_____
OAC 114*	Word Processing Applications I	3	_____	_____
OAC 120	Microsoft Works on the Macintosh	3	_____	_____
OAC 214*	Word Processing Applications II	3	_____	_____
OAC 216*	Machine Transcription	3	_____	_____
OAC 220*	Administrative Office Procedures I	3	_____	_____

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

DEVELOPMENTAL COURSES COMPLETED:

Writing Workshop _____

Effective Reading _____

Basic Math Skills _____

Other _____

PLAN OF STUDY REVIEWED BY:

Advisor Date

Student Date

Graduation Audit Completed by:

Signature Date