

PLAN OF STUDY FORM - 97/98

MOHEGAN CAMPUS - TRCTC

**OFFICE ADMINISTRATIVE CAREERS
ADMINISTRATIVE ASSISTANT OPTION
ASSOCIATE IN SCIENCE DEGREE
CREDITS REQUIRED - 61-62**

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: _____

DEPT. & NO.	TITLE OF COURSE	CREDITS	SEMESTER COMPLETED	TO BE COMPLETED
ACC 111*	Principles of Accounting I	4	_____	_____
BUS 111	Introduction to Business	3	_____	_____
CSC 1175	Introduction to Computer Applications	3	_____	_____
ECO 111	Macroeconomics	3	_____	_____
ENG 111*	College Composition	3	_____	_____
ENG 112*	Literature and Composition	3	_____	_____
ENG 221*	Managerial Communications	3	_____	_____
MAT 106*	Business Math or higher	3	_____	_____
MGT 113	Business Law I	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	_____	_____
OAC 221*	Administrative Office Procedures II	3	_____	_____
OAC 225*	Office Administrative Careers Practicum	3	_____	_____

LIBERAL ARTS & SCIENCES ELECTIVES: (Humanities, Mathematics, Natural Sciences, Social Sciences)
_____ 3 _____

OPEN ELECTIVE
_____ 3 _____

SCIENCE ELECTIVE
_____ 3-4 _____

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

DEVELOPMENTAL COURSES COMPLETED:

Writing Workshop _____
Date _____

Effective Reading _____
Date _____

Basic Math Skills _____
Date _____

Other _____
Date _____

PLAN OF STUDY REVIEWED BY:

Advisor _____ Date _____

Student _____ Date _____

Graduation Audit Completed by: _____

Signature _____ Date _____