

PLAN OF STUDY FORM - 97/98

MOHEGAN CAMPUS - TRCTC

OFFICE ADMINISTRATIVE CAREERS
 LEGAL SECRETARY 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	4	_____	_____
BUS 111	Introduction to Business	3	_____	_____
ECO 111	Macroeconomics	3	_____	_____
ENG 111*	College Composition	3	_____	_____
ENG 112*	Literature and Composition	3	_____	_____
ENG 221*	Managerial Communication	3	_____	_____
MAT 106*	Business Applications or higher	3	_____	_____
MGT 113	Business Law I	3	_____	_____
MGT 114*	Business Law II	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 222*	Legal Office Procedures	3	_____	_____
OAC 225*	Office Administrative Careers Practicum	3	_____	_____

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

_____	_____	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 _____

PLAN OF STUDY REVIEWED BY:

Advisor _____ Date _____

Student _____ Date _____

Graduation Audit Completed by: _____

Signature _____ Date _____