MOHEGAN CAMPUS - TRCTC

OFFICE ADMINISTRATIVE CAREERS MEDICAL SECRETARY OPTION		NAME:		
			First	Last
ASSOCIATE IN CREDITS REQU	I SCIENCE DEGREE JIRED - 61-62	SS#:	1	1
Advanced Cred Transfer C #CLEP/DAN #Credit by #APL Credi #Military Cr	fits: Name(s) redits NTES Exam its redit	of transfer colleg	e(s)	
	maximum of 30 credits may be used to s			
Computer Liter	acy Requirement met by:			
DEPT. & NO.	TITLE OF COURSE	CREDITS	SEMESTER COMPLETED	TO BE COMPLETED
		E		
ACC 111*	Principles of Accounting I	4		
BUS 111	Introduction to Business	3		
ECO 111	Macroeconomics	3		
ENG 111*	College Composition	3		
ENG 111*	Literature and Composition	3		
ENG 112*	Managerial Communication	3		(
HLT 111	Personal Health	3		-
	1 discription in the second in	_		
MAT 106*	Business Applications or higher	3		
OAC 111	Keyboarding on Computers	3		
OAC 114*	Word Processing Applications I	3		
OAC 117	Medical Terminology	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 223*	Medical Office Procedures Office Administrative Careers Practicur	3 n 3		
OAC 225*	Office Administrative Careers Practicur	п 3	·	
LIBERAL ARTS	& SCIENCES ELECTIVES: (Humanities	, Mathematics, Na 3	atural Sciences, Socia	I Sciences)
SCIENCE ELEC	TIVE: (BIO 115: Biology strongly rec	ommended) 3-4		
* Course has	a prerequisite. Students should check of	course description	in the catalog or som	ester class schedule
	TAL COURSES COMPLETED:		AN OF STUDY REVIE	
Writing Worksh				
The state of the s	Date	Ad	lvisor	Date
Effective Readi	ng			
	Date	Stu	udent	Date
Basic Math Skills		Gra	aduation Audit Compl	eted by:
Date Other		ei.	Signature Date	