

WESTERN NEW MEXICO UNIVERSITY
Degree Plan - AS in Business & Office Technology (5093)
Department of Applied Technology

Student Name: _____ ID#: _____
 Address: _____ Email: _____
 _____ Telephone: _____
 Catalog Authority: 2005-06 Expected Completion: _____ Advisor: _____

ACT examination credits _____ CLEP examination credits _____

General Education Requirements (15 hours)

| <u>Course(Credits)</u> | <u>Sem/Year</u> | <u>Grade</u> | |
|--|-----------------|--------------|--|
| General Education Math (3 credits minimum) | | | Pick one course from the following: |
| Course: _____ () _____ | | | MATH 105, 106, 111, 121, 131, 132, 171, 172, 221 |
| ENGL 101 Comp & Rhetoric I | (3) | _____ | |
| ECON 200 Basic Economics | (3) | _____ | |
| Course: _____ () _____ | | | } Select two Advisor approved General Education electives - 6 hours minimum |
| Course: _____ () _____ | | | |

Business & Office Technology Core Requirements (48 hours)

| <u>Course(Credits)</u> | <u>Sem/Year</u> | <u>Grade</u> | <u>Course(Credits)</u> | <u>Sem/Year</u> | <u>Grade</u> |
|-------------------------------|-----------------|--------------|------------------------------------|-----------------|--------------|
| BOFT 102 Intro to Keyboarding | (3) | _____ | BOFT 206 Office Procedures | (3) | _____ |
| BOFT 110 Intrm Keybrd/Doc Frm | (3) | _____ | BOFT 208 Human Relations in Office | (3) | _____ |
| BOFT 114 Records & Info Mgmt | (3) | _____ | BOFT 228 Business Presentatn Appl | (3) | _____ |
| BOFT 120 Word Processing I | (3) | _____ | BOFT 234 Administr Office Mgmt | (3) | _____ |
| BOFT 123 Business Commun. I | (3) | _____ | BOFT 238 Word Processing II | (3) | _____ |
| BOFT 124 Windows & the Web | (3) | _____ | BOFT 241 Business Computations | (3) | _____ |
| BOFT 125 Business Commun. II | (3) | _____ | BOFT 248 Accounting Procedures I | (3) | _____ |
| BOFT 202 Adv Keybrd/Busn Appl | (3) | _____ | BOFT 250 Accounting Procedures II | (3) | _____ |

Guided Electives (6 hours minimum)

Select at least two Advisor approved electives from the following:

| | |
|------------------------|--|
| Course (Credit): _____ | BOFT 181, 194, 285, 294 |
| Course (Credit): _____ | CMPS 111 Computer Lit - PC; CMPS 260 Computer Applications |
| Course (Credit): _____ | BSAD 100 Intro to Business; BSAD 300 Legal Environ for Mgrs. |

Total Credit Hours (minimum of 69 required): _____

Original completed on (date): _____ **Copy to Registrar on (date):** _____

Updated on (date): _____ **Grad. Audit sent on (date):** _____

Student Signature: _____ **date:** _____

Advisor Signature: _____ **date:** _____