

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

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

Business & Office Technology Core Requirements (15 hours)

<u>Course(Credits)</u>	<u>Sem/Year</u>	<u>Grade</u>
BOFT 114 Records & Info Mgmt (3)	_____	_____
BOFT 120 Word Processing I (3)	_____	_____
BOFT 228 Business Presentatn Appl (3)	_____	_____
BOFT 238 Word Processing II (3)	_____	_____
BOFT 241 Business Computations (3)	_____	_____

Other Substitute or Transfer Courses

Course (Credit): _____
 Course (Credit): _____

Total Credit Hours (minimum of 15 required): _____

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

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

Student Signature: _____ **date:** _____

Advisor Signature: _____ **date:** _____