

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

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_  
 Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Catalog Authority: 2006-07 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:

<u>Course(Credits)</u>	<u>Sem/Year</u>	<u>Grade</u>	
Course: _____ ( ) _____			BOFT 181, 194, 285, 294
Course: _____ ( ) _____			CMPS 111 Computer Lit - PC
Course: _____ ( ) _____			CMPS 260 Computer Applications
Course: _____ ( ) _____			BSAD 100 Intro to Business
Course: _____ ( ) _____			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:** \_\_\_\_\_