

WESTERN NEW MEXICO UNIVERSITY
Degree Plan - Certificate 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 (6 hours)

<u>Course(Credits)</u>	<u>Sem/Year</u>	<u>Grade</u>
CMPS 111 Computer Lit - PC	(3) _____	_____
ENGL 101 Comp & Rhetoric I	(3) _____	_____

Business & Office Technology Core Requirements (27 hours)

<u>Course(Credits)</u>	<u>Sem/Year</u>	<u>Grade</u>
BOFT 102 Intro to Keyboarding	(3) _____	_____
BOFT 110 Intrm Keybrd/Doc Frm	(3) _____	_____
BOFT 114 Records & Info Mgmt	(3) _____	_____
BOFT 120 Word Processing I	(3) _____	_____
BOFT 123 Business Commun. I	(3) _____	_____
BOFT 124 Windows & the Web	(3) _____	_____
BOFT 206 Office Procedures	(3) _____	_____
BOFT 228 Business Presentatn Appl	(3) _____	_____
BOFT 238 Word Processing II	(3) _____	_____

Other Substitute or Transfer Courses

<u>Course(Credits)</u>	<u>Sem/Year</u>	<u>Grade</u>
Course: _____ ()	_____	_____
Course: _____ ()	_____	_____

Total Credit Hours (minimum of 33 required): _____

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

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

Student Signature: _____ **date:** _____

Advisor Signature: _____ **date:** _____