

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

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

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

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:** _____