

**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: \_\_\_\_\_ 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:** \_\_\_\_\_