

WESTERN NEW MEXICO UNIVERSITY
Degree Plan - Certificate Office Technology (5092)
Department of Applied Technology

Student Name: _____ SSN# _____

Address: _____ Email: _____

 Telephone: _____

Catalog Authority: 2004-05 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 160 Computer Lit - PC (3)	_____	_____
ENGL 101 Comp & Rhetoric I (3)	_____	_____

Office Technology Core Requirements (27 hours)

<u>Course(Credits)</u>	<u>Sem/Year</u>	<u>Grade</u>
OFAD 114 Records Management (3)	_____	_____
OFAD 120 Intermed Word Process (3)	_____	_____
OFAD 123 Business Commun. I (3)	_____	_____
OFAD 124 Windows & the Web (3)	_____	_____
OFAD 202 Compr Tech for Office (3)	_____	_____
OFAD 206 Office Procedures (3)	_____	_____
OFAD 228 Professional Office Appl (3)	_____	_____
OFAD 234 Admin Office Mgmt (3)	_____	_____
OFAD 238 Adv Word/Info Process (3)	_____	_____

Other Substitute or Transfer Courses

Course (Credit): _____

Course (Credit): _____

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:** _____