

Student Name \_\_\_\_\_

Student ID \_\_\_\_\_

NOTE: The student is expected to have mastered basic keyboarding skills before beginning this program.

<b>Requirements</b>	<b>Credit Hours</b>	<b>Complete</b>	<b>In Progress</b>	<b>Still Needed</b>	<b>Comments</b>
ACC 121: Introductory Accounting	3				
BSA 100: Workplace Dynamics	1				
BSA 105: Business English	3				
BSA 130: Business Financial Applications	3				
BSA 162: Executive Transcription	3				
BSA 165: Innovations in Business Technology	1				
BSA 224: Records and Database Management	3				
BSA 225: Administrative Office Management <b>or</b> VCE 262: Voc. Cooperative Education Work Experience	3				
BSA 233: Business Communications	3				
CSA 112: Keyboarding Skill Building	1				
CSA 113: Document Formatting	3				
CSA 114: Document Production	2				
CSA 126: Microsoft Office	3				
<b>Select 4 credit hours from the following courses:</b>					
CSA 105: Meet the Macintosh Using Appleworks	2				
CSA 130: WordPerfect	1				
CSA 131: Advanced WordPerfect	1				
CSA 135: Pagemaker Desktop Publishing	2				
CSA 136: WordPerfect Desktop Publishing	2				
CSA 140: Microsoft Word	1				
CSA 141: Advanced Microsoft Word	1				
<b>Total Minimum Credit Hours</b>	<b>36</b>				

Updated 4/2/07em

**Counselor/Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_