Bring in this degree plan every time you meet with a counselor for advising and updating.

Expires in 5 years

For more information on Gainful Employment Disclosure see page 146 in 2013-2014 catalog.

EL PASO COMMUNITY COLLEGE
COUNSELING DEGREE PLAN
2013-2014

BUSINESS MANAGEMENT

Office Assistant

Certificate of Completion

MAJOR CODE: 18043

Student Name _____ Social Security #/ID# _____ FA Student _____ VA Student _____

Student Signature _____ Date _____

Counselor Name _____ Counselor Signature _____

EPCC COURSE RUBRIC/TCC Number	REQUIRED COURSES TITLE	CREDIT HOURS	SEMESTER COURSE COMPLETED	GRADE	COMMENTS (Show origin of any transfer credit or remedial/prerequisite designations or substitution/waiver)
SUMMER SESSION					
POFT 1329	Beginning Keyboarding	3			
	FIRST YEAR				
FIRST SEMESTER					
BMGT 1341	Business Ethics	3			
POFI 1104	*Computer Fundamentals*	*1*			
POFI 1349	Spreadsheets	3			
POFI 2301	Word Processing	3			
POFT 1301	Business English	3			
	Total Credit Hours	*16*			

Remaining Credits: _____

Projected Graduation Date: Fall _____ Spring _____ Summer _____ Year _____

Comments: _____

Students are advised to refer to the course descriptions for all courses identified in the degree plan to ensure they have completed the appropriate prerequisites.