

2018-2019

**TUNXIS COMMUNITY COLLEGE - ASSOCIATE DEGREE GRADUATION GUIDE**  
**BUSINESS OFFICE TECHNOLOGY** (J11JA26) (Career Program)

STUDENT \_\_\_\_\_

BANNER ID# @ \_\_\_\_\_

COURSE #	COURSE TITLE	COURSE TITLE - SUBS. ELECTIVES/TRANS. CREDIT	S.H.	SEM.	GRADE	QUALITY POINTS
<b>FIRST SEMESTER:</b>						
BOT*111	Keyboarding for Information Processing I*		3			
BOT*137	Word Processing Applications (a)*		3			
BOT*180	Medical Terminology (a)		3			
CSS-101	First Year Experience		3			
ENG*101	Composition (a)		3			
<b>SECOND SEMESTER:</b>						
BBG*231	Business Law I (a)		3			
BOT*215	Word Processing Applications II (a)		3			
ENG*106	Writing for Business (a)		3			
	General Elective		3			
	Mathematics Elective (a) (from MAT*135 and above)		3-4			
<b>THIRD SEMESTER:</b>						
BBG*240	Business Ethics (a)		3			
BOT*210	Computerized Office Applications (a)		3			
	Science Elective (a)(c) (from AST*, BIO*, CHE*, EAS*, EVS*, MET*, PHY*, SCI*)		3-4			
	Social Science Elective (from ANT*, ECN*, GEO*, POL*, PSY*, SOC*)		3			
<b>Select one of the following courses:</b>						
COM*172	Interpersonal Communication (a) <b>OR</b>		3			
COM*173	Public Speaking (a) <b>OR</b>					
ENG*293	Survey of Literary Genres (a)					
<b>FOURTH SEMESTER:</b>						
BMG*220	Human Resources Management (a)		3			
BOT*219	Integrated Office (a)		3			
BOT*295	Administrative Practicum (a)		3			
	Fine Arts Elective (from ART*, COM*154/167, DGA*, GRA*, MUS*, NMC*, THR*)		3			
	General Elective		3			
<b>OFFICE</b>	<b>Total Program SH</b>		<b>60-62</b>			
<b>USE</b>	<b>Total Program SH &amp; Quality Points Earned</b>					
<b>ONLY</b>	<b>Total Program Grade Point Average</b>					

(a) Prerequisite and/or corequisite required.

(c) Students intending to transfer to a four-year program should take a 4-credit lab science.

#NOTE: If a student presents evidence of satisfactory completion of two years of high school study or its

equivalent, or achieves a passing grade on the college administered Course Credit Exam, the student may choose to substitute an elective. This requires faculty consent.

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Upon completion of 45 credits, this Guide must be signed below and filed with the Records Office.

Failure to do so may result in a delay in your graduation.

**STUDENT SIGNATURE:** \_\_\_\_\_

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

**ADVISOR SIGNATURE:** \_\_\_\_\_

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

The following quality point averages must be earned by students for academic good standing:

- 1.50 GPA up to 11 Semester Hours
- 1.70 GPA completion of 12-30 Semester Hours
- 2.00 GPA completion of 31-60+ Semester Hours

Students with averages less than those cited may have their achievements reviewed by their advisor. Such a review may result in a modified program or other formal action.

### **GRADUATION REQUIREMENTS - DEGREE AND CERTIFICATE STUDENTS**

In order to qualify for graduation, a student must be accepted in a degree or certificate program and have:

- a. achieved a quality point average of 2.0 or more in the courses required for his/her program.
- b. Achieved a minimum grade of C- in Composition for all degree programs and where indicated for certificates.
- c. Filed with the Records Office, by March 1st or November 1st, a completed application for graduation.
- d. Filed with the Records Office a Program Guide signed by both the student and their advisor.
- e. Fulfilled all financial obligations to the College.
- f. Completed at least 25% of the minimum credit requirements for the degree or certificate at Tunxis Community College.

**Graduation Honors:** Graduation Honors will be awarded during the presentation of graduates. Honors are based on program grade point average. Honors criteria are listed as follows:

#### **AA/AS Degree - 30 credits at Tunxis**

- 3.90 – 4.00 = Highest Honors
- 3.70 – 3.89 = High Honors
- 3.40 – 3.69 = Honors

#### **Certificate - 15 credits at Tunxis**

- 3.50 = With Distinction

Note: Credits earned in developmental courses do not satisfy degree or certificate requirements.

**THE FINAL AND ONLY OFFICIAL EVALUATION WILL BE COMPLETED BY THE REGISTRAR SUBSEQUENT TO THE ADVISOR'S SIGNATURE.**

