

Career-Technical Education Technical Certificate Degree Plan

BUSINESS & OFFICE TECH. PROGRAM CHECK SHEET | BOT1 Major | CIP Code: 52.0401

The Business & Office Technology program of study provides training in administrative office procedures, integrated computer applications, business financial systems, communication, and related technologies.

Admission Requirements

Students must submit a composite score of 14 or higher on the ACT. Students who do not have an ACT score, must score at the 9th grade level or higher on the TABE, Form 9/10 or have permission of instructor to be admitted to the program. Students who are returning to the program after an absence of a semester or more must graduate under the current catalog requirements.

REQUIRED COURSES:		Prev. Taken	FALL 20__	SPRING 20__
FIRST SEMESTER FRESHMAN				
BOT 1013 Introduction to Keyboarding	3 hrs.			
BOT 1233 Microsoft Word I	3 hrs.			
BOT 1313 Applied Business Math	3 hrs.			
BOT 1433 Business Accounting OR ACC 2213 Principles of Accounting I	3 hrs.			
BOT 1763 Communication Essentials	3 hrs.			
SECOND SEMESTER FRESHMAN				
BOT 1453 Introduction to Business Management	3 hrs.			
BOT 1493 Social Media Management	3 hrs.			
BOT 1823 Microsoft Excel I	3 hrs.			
BOT 2183 Career Readiness OR LLS 1723 Employment Readiness	3 hrs.			
BOT 2433 QuickBooks	3 hrs.			
TOTAL HOURS:	30 HRS.			
NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.	Total Hours 30			
	Advisor Initials			
	Date			