

# Career-Technical Education Advanced Technical Certificate Degree Plan

## ADMINISTRATIVE OFFICE TECH. PROGRAM CHECK SHEET | AOT2 Major | CIP Code: 52.0401

Administrative Office Technology is a program of study designed to prepare and train students for entry-level training in administrative office procedures, integrated computer applications, business financial systems, communication, accounting clerks, records clerks, transcriptionists, word processing specialists and to fill other positions requiring computer skills such as database management.

### 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 9<sup>th</sup> 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__	FALL 20__
<b>FIRST SEMESTER FRESHMAN</b>					
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 <b>OR</b> ACC 2213 Principles of Accounting I	3 hrs.				
BOT 1763 Communication Essentials	3 hrs.				
<b>SECOND SEMESTER FRESHMAN</b>					
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 <b>OR</b> LLS 1723 Employment Readiness	3 hrs.				
BOT 2433 QuickBooks	3 hrs.				
<b>FIRST SEMESTER SOPHOMORE</b>					
BOT 1853 Microsoft Excel II	3 hrs.				
BOT 2333 Microsoft Access	3 hrs.				
BOT 1243 Microsoft Word II	3 hrs.				
* Recommended Elective	3 hrs.				
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<b>RECOMMENDED ELECTIVES:</b>					
BOT 1443 Advanced Business Accounting					
BOT 2233 Human Resource Management					
BOT 2423 Income Tax Accounting					
BOT 2463 Payroll Accounting					
BOT 2473 Cost Accounting					
BOT 2613 Entrepreneurial Problem Solving					
WBL 2923 Work-Based Learning					
<b>TOTAL HOURS:</b>	<b>45 HRS.</b>				
<b>NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.</b>	<b>Total Hours 45</b>				
	<b>Advisor Initials</b>				
	<b>Date</b>				