

BUSINESS & OFFICE TECHNOLOGY CAREER CERTIFICATE

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	SPRING
FIRST SEMESTER FRESHMAN				
BOT 1013 Introduction to Keyboarding	3 hrs.			
BOT 1233 Microsoft Word I	3 hrs.			
BOT 2183 Career Readiness	3 hrs.			
BOT 1433 Business Accounting <i>or</i> ACC 2213 Principles of Accounting I	3 hrs.			
BOT 1713 Mechanics of Communication	3 hrs.			
SECOND SEMESTER FRESHMAN				
BOT 1313 Applied Business Math	3 hrs.			
BOT 2433 QuickBooks	3 hrs.			
BOT 1493 Social Media Management	3 hrs.			
BOT 1823 Microsoft Excel I	3 hrs.			
BOT 2813 Business Communications	3 hrs.			
Total Hours: 30				
Advisor Initials:				
Date:				