ADMINISTRATIVE OFFICE TECHNOLOGY A.A.S. DEGREE

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 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	FALL	SPRING
FIRST SEMESTER FRESHMAN						
BOT 1013 Introduction to Keyboarding	3 hrs.					
BOT 1233 Microsoft Word I	3 hrs.					
BOT 2183 Career Readiness *or* LLS 1723 Employment Readiness	3 hrs.					
BOT 1433 Business Accounting *or* ACC 2213 Principles of Accounting I	3 hrs.					
BOT 1713 Mechanics of Communication *or* ENG 1123 Comp II	3 hrs.					
SECOND SEMESTER FRESHMAN						
BOT 1313 Applied Business Math	3 hrs.					
BOT 1493 Social Media Management	3 hrs.					
BOT 1823 Microsoft Excel I	3 hrs.					
BOT 2433 QuickBooks	3 hrs.					
BOT 2813 Business Communications	3 hrs.					
FIRST SEMESTER SOPHOMORE						
BOT 1853 Microsoft Excel II	3 hrs.					
BOT 2233 Human Resource Management	3 hrs.					
BOT 2333 Microsoft Access	3 hrs.					
BOT 2923 BOT Externship and Seminar	3 hrs.					
BOT 1243 Microsoft Word II	3 hrs.					
SECOND SEMESTER SOPHOMORE						
ENG 1113 English Composition I	3 hrs.					
Math/Natural Science Elective	3 hrs.					
COM/SPT 1113 Public Speaking	3 hrs.					
Humanities/Fine Arts Elective	3 hrs.					
Social/Behavioral Science Elective	3 hrs.					
Total Hours: 60						
Advisor Initials:						
Date:						