

# 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 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.

<b>REQUIRED COURSES:</b>		<b>Prev. Taken</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>
<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>TOTAL HOURS:</b>	<b>30 HRS.</b>			
<b>NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.</b>	<b>Total Hours 30</b>			
	<b>Advisor Initials</b>			
	<b>Date</b>			