

## 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, Web design, and desktop publishing.

### 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 10<sup>th</sup> grade level or higher on the TABE, Form 9 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 |
|-------------------------------------------------------------------------------|--------|------------|------|--------|------|--------|
| <b>FIRST SEMESTER FRESHMAN</b>                                                |        |            |      |        |      |        |
| 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><br>ACC 2213 Principles of Accounting I | 3 hrs. |            |      |        |      |        |
| BOT 1713 Mechanics of Communication                                           | 3 hrs. |            |      |        |      |        |
| <b>SECOND SEMESTER FRESHMAN</b>                                               |        |            |      |        |      |        |
| BOT 1243 Microsoft Word II                                                    | 3 hrs. |            |      |        |      |        |
| 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. |            |      |        |      |        |
| <b>FIRST SEMESTER SOPHOMORE</b>                                               |        |            |      |        |      |        |
| BOT 1853 Microsoft Excel II                                                   | 3 hrs. |            |      |        |      |        |
| BOT 2233 Human Resource Management                                            | 3 hrs. |            |      |        |      |        |
| BOT 2333 Microsoft Access                                                     | 3 hrs. |            |      |        |      |        |
| BOT Elective (TBA by advisor)                                                 | 3 hrs. |            |      |        |      |        |
| <b>SECOND SEMESTER SOPHOMORE</b>                                              |        |            |      |        |      |        |
| 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. |            |      |        |      |        |
| <b>Total Hours: 60</b>                                                        |        |            |      |        |      |        |
| <b>Advisor Initials:</b>                                                      |        |            |      |        |      |        |
| <b>Date:</b>                                                                  |        |            |      |        |      |        |