Career-Technical Education Associate of Applied Science Degree Plan
ADMINISTRATIVE OFFICE TECH. PROGRAM CHECK SHEET | AOTT 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 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 20___	SPRING 20___	FALL 20___	SPRING 20___
FIRST SEMESTER FRESHMAN						
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 **OR** ACC 2213 Prin. of Accting. I	3 hrs.					
BOT 1763 Communication Essentials	3 hrs.					
SECOND SEMESTER FRESHMAN						
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 **OR** LLS 1723 Employment Readiness	3 hrs.					
BOT 2433 QuickBooks	3 hrs.					
FIRST SEMESTER SOPHOMORE						
BOT 1853 Microsoft Excel II	3 hrs.					
BOT 2233 Human Resource Management	3 hrs.					
BOT 1243 Microsoft Word II	3 hrs.					
* Recommended Elective	3 hrs.					
* Recommended Elective	3 hrs.					
SECOND SEMESTER SOPHOMORE						
ENG 1113 English Composition I	3 hrs.					
Math/Natural Science Elective	3 hrs.					
SPT/COM 1113 Public Speaking	3 hrs.					
Humanities/Fine Arts Elective	3 hrs.					
Social/Behavioral Science Elective	3 hrs.					
RECOMMENDED ELECTIVES:						
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						
BOT 2923 BOT Externship and Seminar						
TOTAL HOURS:	*60 HRS.*					
NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.	**Total Hours 60**					
	Advisor Initials					
	Date					