

Name _____

ID# _____

**Educational Planning Sheet
Business and Office Technology (Office Systems Technology)
(Associate of Applied Science)**

Courses must be taken in sequence as outlined. Any deviation from this program must have prior approval of the program coordinator.

In order for a student to progress in the BOT program, the student must earn a grade of "C" on each BOT course and English course and maintain an overall average of "C" (CGPA of 2.0). Keyboarding speeds for the certificate (50 wpm/5 or less errors) and A.A.S. degree (50 wpm/5 or less errors) are also required.

FIRST YEAR						
FIRST SEMESTER			HOURS CREDIT	GRADE	COMPLETED	REMARKS
**BOT	1113	Document Formatting & Production	3			
*BOT	1133	Microcomputer Applications	3			
BOT	1213	Personal and Professional Development	3			
BOT	1313	Applied Business Math	3			
BOT	1413	Records Management	3			
BOT	1713	Mechanics of Communication	3			
BOT	1111	Seminar I	1			
		HOURS	19			
SECOND SEMESTER						
*BOT	1123	Keyboard Skillbuilding	3			
*BOT	1143	Word Processing	3			
BOT	1433	Business Accounting				
		OR				
ACC	1213	Principles of Accounting	3			
*BOT	2813	Business Communication	3			
ENG	1113	English Composition I	3			
*BOT	1813	Electronic Spreadsheet	3			
BOT	1221	Seminar II	1			
		HOURS	19			
		(Certificate Exit Point)				
SECOND YEAR						
FIRST SEMESTER						
		Humanities/Fine Arts Elective	3			
SPT	1113	Public Speaking I	3			
		Math/Natural Science Elective	3			
*BOT	2323	Database Management	3			
*BOT	2413	Computerized Accounting	3			
*BOT	2133	Desktop Publishing	3			
BOT	2111	Seminar III	1			
		HOURS	19			
SECOND SEMESTER						
*BOT	2823	Communication Technology	3			
*BOT	2723	Administrative Office Procedures	3			
*BOT	1513	Machine Transcription	3			
		Social/Behavioral Science Elective	3			
*BOT	2833	Integrated Computer Applications	3			
BOT	2121	Seminar IV	1			
		HOURS	16			
TOTAL HOURS			73			

**Prerequisite: One unit of high school typewriting/keyboarding or BOT 1013 (Introduction to Keyboarding) with a speed of 30 wpm.

*Indicates prerequisite required.

Counselor/Advisor _____

Date _____

Revised 4-15-2011 GM