

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