

Business Office Management Technology



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Contact

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Division of Business

MERIDIAN
COMMUNITY COLLEGE

Admission Requirements

Progression: To meet graduation requirements for this program, students must successfully complete the specified courses listed with a "C" average (GPA of 2.00) or better. A grade of "C" or higher is required in each BOT and ENG course to progress in the program.

Minimum admission requirements (in addition to general admission requirements):

Attain a 17 composite score on the ACT;

Or

Score a 70 or higher on the ACCUPLACER Reading Section and a 60 or higher on the Arithmetic Section;

Or

Earn a "C" or above in Intermediate English and Reading (ENG 0124);

Or

Complete 15 semester hours of program general education coursework with a "C" average or above at an accredited college or university. Developmental coursework does not satisfy this requirement.

Course of Study

FIRST YEAR

First Semester		Hours
BOT 1233	Microsoft Word I	3
BOT 1273	Introduction to Microsoft Office	3
BOT 1313	Applied Business Math	3
BOT 1433	Business Accounting	3
BOT 1763	Communication Essentials	3
Semester Hours		15

Second Semester

BOT 1213	Personal and Prof Development	3
*BOT 1243	Microsoft Word II	3
BOT 1823	Microsoft Excel I	3
BOT 2433	QuickBooks	3
BOT 2333	Microsoft Access	3
Semester Hours		15

SECOND YEAR

First Semester

*BOT 1853	Microsoft Excel II	3
BOT 2133	Desktop Publishing	3
BOT 2333	Microsoft Access	3
SPT 1113	Public Speaking I	3
	Math or Science w/Lab Elective	3/4
Semester Hours		15/16

Second Semester

BOT 2723	Administrative Office Procedures	3
BOT 2823	Communication Technology	3
BOT 2833	Integrated Computer Applications	3
	Humanities/Fine Arts Elective	3
	Social/Behavioral Science Elective	3
Semester Hours		15
Total Semester Hours		60/61

Course of Study

Certificate

FIRST YEAR

First Semester		Hours
BOT 1233	Microsoft Word I	3
BOT 1273	Introduction to Microsoft Office	3
BOT 1313	Applied Business Math	3
BOT 1433	Business Accounting	3
BOT 1763	Communication Essentials	3
Semester Hours		15

Second Semester

BOT 1213	Personal and Prof Development	3
*BOT 1243	Microsoft Word II	3
BOT 1823	Microsoft Excel I	3
BOT 2433	QuickBooks	3
BOT 2333	Microsoft Access	3
Semester Hours		15

Career Certificate Exit Point

SECOND YEAR

First Semester

*BOT 1853	Microsoft Excel II	3
BOT 2133	Desktop Publishing	3
BOT 2333	Microsoft Access	3
SPT 1113	Communication Technology	3
BOT 2833	Integrated Computer Applications	3

Semester Hours **15**

Total Semester Hours **45**

Technical Certificate Exit Point

*Prerequisite required for this course.