Administrative Office Technology

Freshman Year

First Semester	Hrs.	Second Semester	Hrs.
BOT 1013 Intro. To Keyboarding	3	BOT 1243 Microsoft® Word® II	3
BOT 1233 Microsoft® Word® I	3	BOT 1313 Applied Business Math	3
BOT 1273 Intro to Microsoft® Office®	3	BOT 1823 Microsoft® Excel® I	3
BOT 1433 Business Accounting or		BOT 2183 Career Readiness	3
ACC 2213 Principles of Accounting I	3	BOT 2433 Quickbooks®	3
BOT 1763 Communication Essentials	3		15
	15		

Sophomore Year

First Semester	*Hrs.*	*Second Semester*	*Hrs.*
BOT 1493 Social Media Management	3	BOT 2333 Microsoft Access	3
BOT 1853 Microsoft® Excel® II	3	BOT 2833 Int. Computer Applications	3
BOT 2133 Desktop Publishing	3	SPT 1113 Public Speaking	3
ENG 1113 English Composition I	3	Approved Soc./Behavioral Science Elective	3
Approved Math/Science with lab Elective	3/4	Approved Humanities/Fine Arts Elective	3
	15/16		15

Completion Award: Career Certificate
Technical Certificate
Associate in Applied Science Degree