

## BUSINESS OFFICE TECHNOLOGY

### Associate of Applied Science Degree and Certificates

This program prepares students with necessary skills to seek employment in the secretarial and clerical fields. Students are prepared for positions in business, industry, or government at local, state, or national levels. Students completing certificates may continue for the associate's degree.

			<u>Credits</u>
ACCT	200	A Survey of Accounting	3
ART	163	Digital Graphics	3
		<b>OR</b> ART 165 Web Page Design	
BOT	102	Keyboarding: Document Formatting	3
BOT	106	Business Mathematics	3
BOT	110	Records Management	3
BOT	203	Office Equipment and Procedures I	3
BOT	205*	Microcomputer Accounting I	3
BOT	213	Word Processing I	3
BOT	220	Internship in Business Office Technology	2
BOT	220	Internship in Business Office Technology	2
BOT	239	Personal Development	3
COMM	265G	Principles of Human Communication	3
		<b>OR</b> COMM 253G Public Speaking	
C S	110G	Computer Literacy	3
ENGL	111G	Rhetoric and Composition	4
ENGL	203G	Business and Professional Communication	3
OECS	215	Spreadsheet Applications	3
PSY	201G	Introduction to Psychology	3
		<b>OR</b> SOC 101G Introductory Sociology	
BOT/OECS/OEBU Elective			3
Concentration area (see below)			15
<b>Total Credits Required</b>			<b>68</b>

#### Areas of Concentration

##### Accounting

ACCT	251	Management Accounting	3
ACCT	252	Financial Accounting	3
B A	104	Introduction to Business	3
		<b>OR</b> OEBU 110 Introduction to Business	
BLAW	230	Business Law	3
BOT	206	Microcomputer Accounting II	3

##### Administrative Assistant

BOT	101	Keyboarding Basics**	3
BOT	202	Keyboarding Document Production	3
BOT	207	Machine Transcription	3
		<b>OR</b> BOT 223 Medical Transcription I	
BOT	214	Word Processing II	3
OECS	220	Database Application and Design	3

##### Banking/Teller

OEBU	112	Principles of Banking	3
OEBU	205	Customer Service Practices/Techniques	3
OEBU	232	Personal Finance	3
OEBU	240	Human Relations	3
OEBU	245	Bank Investments	3

### Certificate in Business Office Technology

This certificate prepares students for entry level office position. Students may use this certificate as a building block to one of the BOT Associate Degrees or as an additional certificate for degree seeking students who wish to demonstrate valuable office skills.

			<u>Credits</u>
<b>Required Courses</b>			
ENGL	111G	Rhetoric and Composition	4
BOT	102	Keyboarding: Document Formatting	3
BOT	106	Business Mathematics	3
BOT	110	Records Management	3
BOT	202	Keyboarding: Document Production	3
BOT	203	Office Equipment and Procedures I	3
BOT	205*	Microcomputer Accounting I	3
BOT	213	Word Processing I	3
BOT	214	Word Processing II	3
BOT	220	Internship in BOT	2
BOT	239	Personal Development	3
C S	110G	Computer Literacy	3
<b>Total Credits Required</b>			<b>36</b>

### Certificate in Office Skills

This program is designed to prepare students who have had previous experience in typing for general office jobs at the entry level.

**Prerequisite:** One Semester of Typing or 35 wpm ability or BOT 101

			<u>Credits</u>
<b>Required Courses</b>			
ENGL	111G	Rhetoric and Composition	4
BOT	102	Keyboarding: Document Formatting	3
BOT	106	Business Mathematics	3
BOT	110	Records Management	3
		<b>OR</b> BOT 203 Office Equipment & Procedures I	
BOT	213	Word Processing I	3
<b>Total Credits Required</b>			<b>16</b>

\* ACCT 200 or 252 or consent of instructor is recommended prerequisite or corequisite for BOT 205.

\*\* BOT 101 waived with one year or more of high school typewriting. When a 3-credit course is waived, three additional approved elective credits are required.

**A grade of C or better is required in all courses for degree and certificates.**