

NAME _____

BANNER ID NO. _____

ADDRESS _____

PROGRAM ENTRY DATE _____

ADVISOR _____

PLACEMENT ASSESSMENT:

DS091 _____ DS095 _____ DS010 _____ DS011 _____
 DS050 _____ DS099 _____ EN100R _____

PROGRAM REQUIREMENTS

FIRST SEMESTER

SEMESTER TAKEN	GRADE		CREDITS
_____	_____	EN101 COMPOSITION	3
_____	_____	AC101 FINANCIAL ACCOUNTING	3
_____	_____	BOT102 KEYBOARDING I	3
		OR	
_____	_____	BOT103 KEYBOARDING II	
_____	_____	BOT120 INTRODUCTION TO THE PERSONAL COMPUTER	3
_____	_____	ELECTIVE BUSINESS	3

SECOND SEMESTER

_____	_____	BOT103 KEYBOARDING II	3
		OR	
_____	_____	BOT223 COMPUTER INTEGRATED APPLICATIONS	
_____	_____	ELECTIVE BUSINESS (APPROVED BY BOT ADVISOR ONLY)	3
_____	_____	BOT212 ADMINISTRATIVE OFFICE PROCEDURES	3
_____	_____	BU211 BUSINESS COMMUNICATIONS	3
_____	_____	BOT205 OFFICE MANAGEMENT	3

TOTAL 30

The BOT Academic Advisor must approve business electives. Business electives: AC-BU-BOT-CS-EC.
 AC100 MAY NOT BE USED AS A BUSINESS ELECTIVE.
 BOT 223 can be used as a business elective.