

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
_____	_____	BOT102 KEYBOARDING I	3
_____	_____	BOT120 INTRODUCTION TO THE PERSONAL COMPUTER	3
_____	_____	BOT218 WORD PROCESSING SOFTWARE PACKAGE	3
_____	_____	ELECTIVE BUSINESS	3

SECOND SEMESTER

_____	_____	BOT103 KEYBOARDING II	3
_____	_____	BOT212 ADMINISTRATIVE OFFICE PROCEDURES	3
		OR	
_____	_____	BOT205 OFFICE MANAGEMENT	
_____	_____	BOT218 WORD PROCESSING SOFTWARE PACKAGE	3
		OR	
_____	_____	BOT221 HELP DESK APPLICATIONS	
_____	_____	BOT220 DESKTOP PUBLISHING	3
_____	_____	BU211 BUSINESS COMMUNICATIONS	3
		TOTAL	30

AC100 MAY NOT BE USED AS A BUSINESS ELECTIVE.

Students meeting requirements of BOT102 via departmental evaluation may select a Business elective with the approval of BOT program advisor.

Business electives must be selected from Accounting, Business, Computer Science, Economics or Business Office Technology and must be approved by the BOT advisor.

Students must take a different word processing software package than in earlier semester (BOT218).