

COURSE SELECTION GUIDE

**BUSINESS OFFICE TECHNOLOGY:
Word/Information Processing Specialist
Associate in Science**

NAME _____

BANNER ID NO. _____

ADDRESS _____

PROGRAM ENTRY DATE _____

ADVISOR _____

PLACEMENT ASSESSMENT:

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

PROGRAM REQUIREMENTS

FRESHMAN YEAR

SEMESTER TAKEN	GRADE		CREDITS
_____	_____	EN101 OMPOSITION	3
_____	_____	ELECTIVE MATHEMATICS	3-4
_____	_____	AC101 FINANCIAL ACCOUNTING	3
_____	_____	BOT102 KEYBOARDING I	3
_____	_____	BOT120 INTRO TO THE PERSONAL COMPUTER	3
_____	_____	EN102 COMPOSITION & LITERATURE	3
_____	_____	ELECTIVE SCIENCE	3-4
_____	_____	BOT103 KEYBOARDING II	3
_____	_____	BOT218 WORD PROCESSING SOFTWARE PACKAGE	3
_____	_____	BOT223 COMPUTER INTEGRATED APPLICATIONS	3

SOPHOMORE YEAR

_____	_____	ELECTIVE FINE ARTS	3
_____	_____	BU209 or MANAGEMENT	3
_____	_____	BOT205 OFFICE MANAGEMENT	
_____	_____	CS230 MS OFFICE INTEGRATION	3
_____	_____	BOT221 HELP DESK APPLICATIONS	3
_____	_____	ELECTIVE HUMANITIES	3
_____	_____	SOC. SC. ECONOMICS 203 OR ECONOMICS 204	3
_____	_____	BOT220 DESKTOP PUBLISHING	3
_____	_____	BU211 BUSINESS COMMUNICATIONS	3
_____	_____	BOT216 or MACHINE TRANSCRIPTION	
_____	_____	BOT218 WORD PROCESSING SOFTWARE PACKAGE	3
_____	_____	ELECTIVE BEHAVIORAL SCIENCE (PY, SO, ANTH)	3
TOTAL			60-62

BOT AND BUSINESS ELECTIVES MUST BE CHOSEN IN CONSULTATION WITH THE BOT PROGRAM ADVISOR.
 AC100 MAY NOT BE USED AS A BUSINESS ELECTIVE. Talk to your advisor about Co-op/Work Experience. Think about a dual degree
 in Business or Accounting (prox. 5-8 more courses) Either BOT205 or BU209 must be taken. Either
 BOT216 or BOT218 must be taken.