



Business Operations, Applications, and Technology (BOAT)

Completion Guide

8-WEEK SESSION	COURSE	COURSE
1	1 IVYT 1XX (1 Credit Hour) Student Success	2 BOAT 101 (3 Credit Hours) Microsoft Outlook
	3 BOAT 105 (3 Credit Hours) Microsoft Word	
2	4 BOAT 109 (3 Credit Hours) Microsoft PowerPoint	5 BOAT 218 (3 Credit Hours) Microsoft Excel
3	6 BOAT 214 (3 Credit Hours) Microsoft Project	7 BOAT 228 (3 Credit Hours) Advanced Microsoft Excel

EARNED **MOS Certificate (18 Credit Hours)**

4	8 BOAT 121 (3 Credit Hours) Team Dynamics & Today's Workpl.	9 ENGL 111 (3 Credit Hours) English Composition
5	10 BOAT 201 (3 Credit Hours) Emerging Technologies	11 BOAT 216 (3 Credit Hours) Business Communications

EARNED **Technical Certificate (31 Credit Hours)**

6	12 COMM 101 or 102 (3 Credit Hours) Public Speaking or Interpersonal Comm.	13 MATH 123 (3 Credit Hours) Quantitative Reasoning
7	14 ACCT 101 (3 Credit Hours) Financial Accounting	15 BOAT 130 (3 Credit Hours) Quality & Customer Service
8	16 BUSN 101 (3 Credit Hours) Introduction to Business	17 ECON Elective (3 Credit Hours)
9	18 HUM/SOC SCI Elective (3 Credit Hours)	19 BOAT Elective (3 Credit Hours)
10	20 LIFE/PHY SCI Elective (3 Credit Hours)	21 BUSI 279 (2 Credit Hours) School of Business Eval. & Prof. Dev.

EARNED **Associate of Applied Science (60 Credit Hours)**