

Business Office Technology (BOT)

Course Planning by Semester

BOT		Units	FALL 2020	SPRING 2021	SUMMER 2021
100	Basic Keyboarding	1	X	X	
101A	Keyboarding/Doc Processing I	1.5		X	
101B	Keyboarding/Doc Processing II	1.5		X	
102A	Interm. Keyboard/Doc Proc I	1.5	X		
102B	Interm. Keyboard/Doc Proc II	1.5	X		
103ABC	Building Keyboard Skill III	0.5	X	X	
104	Filing & Records Management	1		X	
106	Effective Job Search	1			X
107	Office Systems and Procedures	2			X
114	Essential Word	1	X		
115	Essential Excel	1		X	
116	Essential Access	1	X		
117	Essential PowerPoint	1		X	
118	Integrated Office Projects	1		X	
119	Windows for Information Worker	2	X		
120	Comp Word I	1	X	X	
121	Comp Word II	1	X	X	
122	Comp Word III	1	X		
123	Comp Excel I	1	X		
124	Comp Excel II	1	X		
125	Comp Excel III	1	X		
126	Comp Access I	1		X	
127	Comp Access II	1		X	
128	Comp Access III	1		X	
129	Comp PowerPoint I	1	X		
130	Comp PowerPoint II	1	X		
132	Google Apps for Business	3		X	
133	Adobe Acrobat for the Workplace	1			
151	Outlook	1		X	
174	Computer Concepts & Applications	3	X		
223	Office Work Experience	1		X	
224	Office Work Experience	2		X	
225	Office Work Experience	3		X	

Keyboarding classes have prerequisites and must be taken in this sequence (lowest to highest)

BOT	Units	FALL	SPRING
100	Basic Keyboarding	1	X
101A	Keyboarding/Doc Processing I	1.5	X
101B	Keyboarding/Doc Processing II	1.5	X
102A	Interm. Keyboard/Doc Proc I	1.5	X
102B	Interm. Keyboard/Doc Proc II	1.5	X
201	Advanced Keyboarding	3	

Executive Assistants will take BOT 100, 101AB, and 102AB.

The following courses are no longer offered. Please contact Patricia Newman with questions or Modification of Major.

96	Computer Basics	1	No longer offered
97	Windows Basics	1	Replaced by BOT 119
105	Data Entry Skills	1	Replaced by BOT 133
108	Using Calculators	1	No longer offered
131	Comp PowerPoint III	1	No longer offered
150	Publisher	1	No longer offered
203	Office Project Coordination	1	No longer offered
201	Advanced Keyboarding	3	Executive Assistants will take BOT 100, 101AB, and 102AB.

This plan is subject to cancellations and changes.