

# Business Office Technology (BOT)

## Course Planning by Semester

BOT		Units	FALL 2021	SPRING 2022
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		
107	Office Systems and Procedures	2		
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		
174	Computer Concepts & Applications	3	X	
201	Adv. Keyboard/Doc Processing	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	Adv. Keyboard/Doc Processing	3		

**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

This plan is subject to cancellations and changes.

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