

Business Office Technology (BOT)

Course Planning by Semester

BOT		Units	FALL	SPRING
96	Computer Basics	1		X
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
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
151	Outlook	1		X
174	Computer Concepts & Applications	3	X	X
201	Adv. Keyboard/Doc Processing	3	X	
223	Office Work Experience	1		X
224	Office Work Experience	2	X	X
225	Office Work Experience	3	X	X

The following courses are no longer offered. Please contact Patricia Newman with questions.

97	Windows Basics	1	<i>Replaced by BOT 119</i>
105	Data Entry Skills	1	<i>No longer offered</i>
106	Effective Job Search	1	<i>Offered at Grossmont</i>
107	Office Systems and Procedures	2	<i>Offered at Grossmont</i>
108	Using Calculators	1	<i>No longer offered</i>
131	Comp PowerPoint III	1	<i>No longer offered</i>
150	Publisher	1	<i>No longer offered</i>
203	Office Project Coordination	1	<i>No longer offered</i>

This plan is subject to cancellations and changes.