

Business Office Technology (BOT)

Course Planning by Semester

| BOT | | Units | FALL | SPRING | SUMMER |
|--------|----------------------------------|-------|------|--------|--------|
| 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 | |
| 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 | 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 | |

X* starting Fall 2019

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

| | | | |
|-----|-----------------------------|---|---------------------|
| 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.