

# Business Office Technology (BOT)

## Course Planning by Semester

BOT		Units	FALL	SPRING	SUMMER	
96	Computer Basics	1		X		See keyboarding sequence at bottom of page
100	Basic Keyboarding	1	X	X		
101A	Keyboarding/Doc Processing I	1.5	X*	X*		* 101AB offered Fall 2019 & Spring 2020 then will only be offered in Spring
101B	Keyboarding/Doc Processing II	1.5	X*	X*		
102A	Interm. Keyboard/Doc Proc I	1.5	X**			
102B	Interm. Keyboard/Doc Proc II	1.5	X**			** 102AB starting Fall 2020
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			
201	Adv. Keyboard/Doc Processing	3		X***		***201 starting Spring 2020
223	Office Work Experience	1		X		
224	Office Work Experience	2	X	X		
225	Office Work Experience	3	X	X		

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

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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			** 102AB starting Fall 2020
201	Adv. Keyboard/Doc Processing	3		X		***201 starting Spring 2020

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.