

# 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		
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.