

Business Office Technology (BOT)

Course Planning by Semester

BOT		Units	FALL 2022	SPRING 2023	FALL 2023	SPRING 24	FALL 24	SPRING 25
100	Basic Keyboarding	1	X	X	X	X	X	X
101A	Keyboarding/Doc Processing I	1.5		X		X		X
101B	Keyboarding/Doc Processing II	1.5		X		X		X
102A	Interm. Keyboard/Doc Proc I	1.5	X		X		X	
102B	Interm. Keyboard/Doc Proc II	1.5	X		X		X	
103ABC	Building Keyboard Skill III	0.5	X	X	X	X	X	X
104	Filing & Records Management	1		X		X		X
106	Effective Job Search	1				X		X
107	Office Systems and Procedures	2					X	
114	Essential Word	1		X		X		X
115	Essential Excel	1		X			X	
116	Essential Access	1	X		X	X		X
117	Essential PowerPoint	1	X		X		X	
118	Integrated Office Projects	1		X		X		X
119	Windows for Information Worker	2	X		X		X	
120	Comp Word I	1	X		X		X	
121	Comp Word II	1	X		X		X	
122	Comp Word III	1	X		X		X	
123	Comp Excel I	1	X		X	X		X
124	Comp Excel II	1	X		X	X		X
125	Comp Excel III	1	X		X	X		X
126	Comp Access I	1		X			X	
127	Comp Access II	1		X			X	
128	Comp Access III	1		X			X	
129	Comp PowerPoint I	1		X		X		X
130	Comp PowerPoint II	1		X		X		X
132	Google Apps for Business	3		X		X		X
133	Adobe Acrobat for the Workplace	1	X		X		X	
151	Outlook	1		X		X		X
174	Computer Concepts & Applications	3	X		X		X	
180	Basic Computer Skills for Arabic Learners	1	X	X	X	X	X	X
223	Office Work Experience	1	X	X	X	X	X	X
224	Office Work Experience	2	X	X	X	X	X	X
225	Office Work Experience	3		X		X		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	Advanced Keyboarding	3	

Executive Assistants will take BOT 100, 101AB, and 102AB.

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

96	Computer Basics	1
97	Windows Basics	1
105	Data Entry Skills	1
108	Using Calculators	1
131	Comp PowerPoint III	1
150	Publisher	1
203	Office Project Coordination	1
201	Advanced Keyboarding	3

No longer offered

Replaced by BOT 119 Replaced by BOT 133 No longer offered

No longer offered No longer offered No longer offered

Executive Assistants will take BOT 100, 101AB, and 102AB.

This plan is subject to cancellations and changes.

Rev. 1/17/2023