## Business Office Technology (BOT)

Course Planning by Semester

BOT		Training by Schiester							
101A			Units	FALL 2023	SPRING 2024			FALL 25	SPRING 26
1018   Keyboarding/Doc Processing      1.5	100	Basic Keyboarding	1	Χ	X	Х		X	Х
102A   Interm. Keyboard/Doc Proc   1.5	101A	Keyboarding/Doc Processing I	1.5		X		Χ		Х
1028   Interm. Keyboard/Doc Proc II	101B	Keyboarding/Doc Processing II	1.5		Х		Χ		Х
103ABC   Building Keyboard Skill III   0.5			1.5	Χ		Х		Χ	
104   Filing & Records Management   1			1.5	Χ		X		Χ	
106   Effective   106   Search   1	103ABC	Building Keyboard Skill III	0.5	Χ	Х	Х	Х	Χ	Х
107 Office Systems and Procedures	104	Filing & Records Management	1		Х		Х		Χ
114   Essential Word	106	Effective Job Search	1		Х		X		Х
115   Essential Excel   1	107	Office Systems and Procedures	2	Χ		Х		Χ	
116 Essential Access     1     X     X     X     X       117 Essential PowerPoint     1     X     X     X     X       118 Integrated Office Projects     1     X     X     X     X       119 Windows for Information Worker     2     X     X     X     X       120 Comp Word I     1     X     X     X     X       121 Comp Word II     1     X     X     X     X       122 Comp Word III     1     X     X     X     X       123 Comp Excel I     1     X     X     X     X       124 Comp Excel III     1     X     X     X     X       125 Comp Excel III     1     X     X     X     X       126 Comp Access II     1     X     X     X     X       127 Comp Access III     1     X     X     X     X       128 Comp PowerPoint I     1     X     X     X     X       129 Comp PowerPoint II     1     X     X     X     X       133 Adobe Acrobat for the Workplace	114	Essential Word	1		Х		Х		Х
117     Essential PowerPoint     1     X     X     X     X       118     Integrated Office Projects     1     X     X     X     X       119     Windows for Information Worker     2     X     X     X     X       120     Comp Word II     1     X     X     X     X       121     Comp Word III     1     X     X     X     X       122     Comp Word III     1     X     X     X     X       123     Comp Excel II     1     X     X     X     X     X       123     Comp Excel III     1     X <td< td=""><td>115</td><td>Essential Excel</td><td>1</td><td></td><td>Х</td><td></td><td></td><td>Χ</td><td></td></td<>	115	Essential Excel	1		Х			Χ	
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 III     1     X     X     X       122 Comp Word III     1     X     X     X       123 Comp Excel I     1     X     X     X       124 Comp Excel II     1     X     X     X       125 Comp Excel III     1     X     X     X       126 Comp Access I     1     X     X     X       127 Comp Access III     1     X     X     X       128 Comp PowerPoint I     1     X     X     X       129 Comp PowerPoint II     1     X     X     X       130 Comp PowerPoint II     1     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 S	116	Essential Access	1	Χ		Х	Х		Х
119       Windows for Information Worker       2       X       X       X         120       Comp Word I       1       X       X       X         121       Comp Word III       1       X       X       X         122       Comp Word III       1       X       X       X         123       Comp Excel II       1       X       X       X       X         124       Comp Excel III       1       X       X       X       X         125       Comp Excel III       1       X       X       X       X         126       Comp Access II       1       X       X       X       X         127       Comp Access III       1       X       X       X       X         128       Comp PowerPoint I       1       X       X       X       X         129       Comp PowerPoint II       1       X       X       X       X         130       Comp PowerPoint II       1       X       X       X       X         133       Adobe Acrobat for the Workplace       1 </td <td>117</td> <td>Essential PowerPoint</td> <td>1</td> <td>Χ</td> <td></td> <td>Х</td> <td></td> <td>Х</td> <td></td>	117	Essential PowerPoint	1	Χ		Х		Х	
120   Comp Word	118	Integrated Office Projects	1		Х		Х		Х
121   Comp Word	119	Windows for Information Worker	2	Χ		Х		Х	
122 Comp Word III     1     X     X     X       123 Comp Excel I     1     X     X     X     X       124 Comp Excel III     1     X     X     X     X       125 Comp Excel III     1     X     X     X     X       126 Comp Access I     1     X     X     X       127 Comp Access III     1     X     X     X       128 Comp Access III     1     X     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       180 Basic Computer Skills for Arabic Learners     1     X     X     X     X       180 Basic Computer	120	Comp Word I	1	Х		Х		Х	
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     X       127 Comp Access III     1     X     X     X       128 Comp Access III     1     X     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       180 Wrk Experience     1     X     X     X     X     X       224 Office Work Experience     2     X     X     X     X     X <td>121</td> <td>Comp Word II</td> <td>1</td> <td>Х</td> <td></td> <td>Х</td> <td></td> <td>Χ</td> <td></td>	121	Comp Word II	1	Х		Х		Χ	
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     X       127 Comp Access III     1     X     X     X       128 Comp Access III     1     X     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       22 Office Work Experience     2     X     X     X     X     X	122	Comp Word III	1	Х		Х		Х	
125 Comp Excel III     1     X     X     X       126 Comp Access I     1     X     X     X       127 Comp Access III     1     X     X     X       128 Comp Access III     1     X     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       22 Office Work Experience     2     X     X     X     X     X	123	Comp Excel I	1	Х		Х	Х		Х
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       130 Comp PowerPoint II     1     X     X       132 Google Apps for Business     3     X     X       133 Adobe Acrobat for the Workplace     1     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       22 Office Work Experience     2     X     X     X     X     X	124	Comp Excel II	1	Х		Х	Х		Х
127 Comp Access II     1     X     X       128 Comp Access III     1     X     X       129 Comp PowerPoint I     1     X     X       130 Comp PowerPoint II     1     X     X       132 Google Apps for Business     3     X     X       133 Adobe Acrobat for the Workplace     1     X     X       151 Outlook     1     X     X       174 Computer Concepts & Applications     3     X     X       180 Basic Computer Skills for Arabic Learners     1     X     X     X       223 Office Work Experience     1     X     X     X     X       24 Office Work Experience     2     X     X     X     X	125	Comp Excel III	1	Х		Х	Х		Х
128 Comp Access III     1     X     X       129 Comp PowerPoint I     1     X     X       130 Comp PowerPoint II     1     X     X       132 Google Apps for Business     3     X     X       133 Adobe Acrobat for the Workplace     1     X     X       151 Outlook     1     X     X       174 Computer Concepts & Applications     3     X     X       180 Basic Computer Skills for Arabic Learners     1     X     X     X       223 Office Work Experience     1     X     X     X     X       24 Office Work Experience     2     X     X     X     X     X	126	Comp Access I	1		Х			Х	
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       223 Office Work Experience     1     X     X     X     X     X       24 Office Work Experience     2     X     X     X     X     X	127	Comp Access II	1		Х			Х	
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       223 Office Work Experience     1     X     X     X     X     X       24 Office Work Experience     2     X     X     X     X     X	128	Comp Access III	1		Х			Х	
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       223 Office Work Experience     1     X     X     X     X     X       224 Office Work Experience     2     X     X     X     X     X	129	Comp PowerPoint I	1		Х		Х		Х
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       223 Office Work Experience     1     X     X     X     X     X       224 Office Work Experience     2     X     X     X     X     X	130	Comp PowerPoint II	1		Х		Х		Х
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         223 Office Work Experience       1       X       X       X       X         224 Office Work Experience       2       X       X       X       X	132	Google Apps for Business	3		Х		Х		Х
174 Computer Concepts & Applications       3       X       X       X         180 Basic Computer Skills for Arabic Learners       1       X       X       X       X       X         223 Office Work Experience       1       X       X       X       X       X         224 Office Work Experience       2       X       X       X       X       X	133	Adobe Acrobat for the Workplace	1	Х		Х		Х	
180 Basic Computer Skills for Arabic Learners       1       X </td <td>151</td> <td>Outlook</td> <td>1</td> <td></td> <td>Х</td> <td></td> <td>Х</td> <td></td> <td>Х</td>	151	Outlook	1		Х		Х		Х
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	174	Computer Concepts & Applications	3	Х		Х		Х	
223 Office Work Experience       1       X       X       X       X       X       X         224 Office Work Experience       2       X       X       X       X       X			1	Х	Х	Х	Х	Х	Х
		•	1	Х	Х	Х	Х	Х	Х
225 Office Work Experience       3       X       X       X	224	Office Work Experience	2	Х	Х	Х	Х	Х	Х
	225	Office Work Experience	3		Х		Х		Х

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

Reybourum	g classes have prerequisites and mast be taken in	tills set	jucince (in	JWC3t to 11	giicsej	
вот		Units	FALL	SPRING		
100	Basic Keyboarding	1	Χ		1	
101A	Keyboarding/Doc Processing I	1.5		Х	I	
101B	Keyboarding/Doc Processing II	1.5		Х	I	
102A	Interm. Keyboard/Doc Proc I	1.5	Χ			
102B	Interm. Keyboard/Doc Proc II	1.5	Х		[	
201	Advanced Keyboarding	3	Executiv	e Assistan	nts will ta	ke BOT 10

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

96	Computer Basics	1	No longer offered
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
201	Advanced Keyboarding	3	Executive Assistants will take BOT 100, 101AB, and 102AB.

This plan is subject to cancellations and changes.