

# Business Office Technology (BOT)

## Course Planning by Semester

BOT	Units	FALL 2023	SPRING 2024	FALL 2024	SPRING 25	FALL 25	SPRING 26
100	Basic Keyboarding	1	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
104	Filing & Records Management	1		X		X	X
106	Effective Job Search	1					
107	Office Systems and Procedures	2					
114	Essential Word	1		X		X	X
115	Essential Excel	1		X		X	
116	Essential Access	1	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
124	Comp Excel II	1	X		X		X
125	Comp Excel III	1	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
223	Office Work Experience	1	X	X	X	X	X
224	Office Work Experience	2	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	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.