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						
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		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	*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.

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