

## BUSINESS OFFICE TECHNOLOGY (BOT)

### 094 PRACTICAL INTERNET BASICS .5 UNIT

Recommended Preparation: "C" grade or higher or "Pass" in BOT 097 or equivalent, ENGL 098R or ESL 103R or equivalent reading level  
1.5 hours laboratory

This course will enable students to use the Internet which includes understanding basics such as searching and navigating the Internet, and accessing email. Introduces the concepts of downloading files and using and organizing bookmarks and favorites. **Pass/No Pass only.**

### 095 KEYBOARDING SKILL REINFORCEMENT 1 UNIT

3 hours laboratory

Designed for students who have completed BOT 100 and want to reinforce their skills before advancing to the next level of keyboarding. Begins with a keyboard review, then progresses to practice and timings designed to improve keyboarding speed and accuracy. **Pass/No Pass only. Non-degree applicable.**

### 096 COMPUTER BASICS FOR THE OFFICE 1 UNIT

Recommended Preparation: "C" grade or higher or "Pass" in BOT 100 or equivalent, ENGL 098R or ESL 103R or equivalent reading level

.5 hour lecture, 1.5 hours laboratory

Students with little or no computer experience will be provided with the basic information and skills needed to operate a computer efficiently in an office environment. Includes an overview of the components of a computer system hardware and software, proficiency in using a mouse, storing information, using the Internet, and purchasing and maintaining a computer. Recommended that students complete a basic keyboarding course prior to enrolling in this course. **Pass/No Pass only. Non-degree applicable.**

### 097 WINDOWS BASICS FOR THE OFFICE 1 UNIT

Recommended Preparation: "C" grade or higher or "Pass" in BOT 100 or equivalent, BOT 096 or equivalent or concurrent enrollment, ENGL 098R or ESL 103R or equivalent reading level

.5 hour lecture, 1.5 hours laboratory

Students with little or no computer experience will learn to use the Windows operating system efficiently to create and manage files and folders. **Pass/No Pass only. Non-degree applicable.**

### 100 BASIC KEYBOARDING 1 UNIT

Recommended Preparation: "C" grade or higher or "Pass" in ENGL 098R or ESL 103R or equivalent reading level

3 hours laboratory

Beginning keyboarding techniques for students who wish to use keyboarding skills for inputting information on computers. This course is taught on computers using appropriate software. Emphasis on the development of speed and accuracy by use of touch keyboarding methods, development of touch skills on the 10-key pad, understanding of basic vocabulary and concepts used in keyboarding operations for inputting and retrieving information, and composition at the keyboard. For students with physical disabilities that may impair proficiency, emphasis will be on quality of output instead of speed, and on the use of alternative input devices.

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### 101A KEYBOARDING/DOCUMENT PROCESSING I 1.5 UNITS

Prerequisite: "C" grade or higher or "Pass" in BOT 100 or equivalent

Recommended Preparation: "C" grade or higher or "Pass" in ENGL 098R or ESL 103R or equivalent reading level

1 hour lecture, 1.5 hours laboratory

Focuses on learning or reviewing the alphabetic and numeric keyboard including the 10-key pad for numeric data entry. Students will learn basic features of Microsoft Word to produce simple memos, letters and reports. Keyboarding software will be used to build speed and accuracy. Students wishing to progress to BOT 102AB must complete BOT 101B.

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### 101B KEYBOARDING/DOCUMENT PROCESSING II 1.5 UNITS

Prerequisite: "C" grade or higher or "Pass" in BOT 101A or equivalent

Recommended Preparation: "C" grade or higher or "Pass" in ENGL 098R or ESL 103R or equivalent reading level

.5 hour lecture, 3 hours laboratory

Students will use Microsoft Word to produce correctly formatted and accurate business documents including letters, reports and tables. Keyboarding software is used to build speed and accuracy.

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### 102A INTERMEDIATE KEYBOARDING/DOCUMENT PROCESSING I 1.5 UNITS

Prerequisite: "C" grade or higher or "Pass" in BOT 101B or equivalent

1 hour lecture, 1.5 hours laboratory

Students will review and create business documents to apply formatting skills taught in BOT 101 or 101AB and are then introduced to new formatting and report styles options including agendas, formal reports and multipage tables. This course begins with intermediate Microsoft Word functions; entering students should be proficient in using basic Word features and should key a minimum of 30 net words per minute on a 5-minute timed writing.

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### 102B INTERMEDIATE KEYBOARDING/DOCUMENT PROCESSING II 1.5 UNITS

Prerequisite: "C" grade or higher or "Pass" in BOT 102A or equivalent

.5 hour lecture, 3 hours laboratory

Students continue to create business documents, applying new formatting skills including using templates, designing letterheads and office forms, and learning specialized applications such as medical and legal forms. This course begins with intermediate Microsoft Word functions; entering students should be proficient in using basic Word features and should key a minimum of 35 net words per minute on a 5-minute timed writing.

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### 103A BUILDING KEYBOARDING SKILL I .5 UNIT

Recommended Preparation: "C" grade or higher or "Pass" in BOT 100 or equivalent

1.5 hours laboratory

Designed for students who have completed a keyboarding course but wish to work further on developing speed and accuracy. Entering students should know the alphabetic keyboard by touch and key at a minimum rate of 20 net words per minute on a 5-minute timed writing. Those keying at a lower rate should enroll in BOT 095.

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### 103B BUILDING KEYBOARDING SKILL II .5 UNIT

Recommended Preparation: "C" grade or higher or "Pass" in BOT 103A or equivalent

1.5 hours laboratory

Continuation in building keyboarding speed and accuracy. Entering students should be keying by touch at a minimum rate of 25 net words per minute on a 5-minute timed writing. Those keying at a lower rate should enroll in BOT 103A.

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### 103C BUILDING KEYBOARDING SKILL III .5 UNIT

Recommended Preparation: "C" grade or higher or "Pass" in BOT 103B or equivalent

1.5 hours laboratory

Continuation in building keyboarding speed and accuracy. Entering students should be keying by touch at a minimum rate of 30 net words per minute on a 5-minute timed writing. Those keying at a lower rate should enroll in BOT 103B.

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### 104 FILING AND RECORDS MANAGEMENT 1 UNIT

Recommended Preparation: "C" grade or higher or "Pass" in ENGL 098R or ESL 103R or equivalent reading level

.5 hour lecture, 1.5 hours laboratory

Instruction in the Association of Records Managers and Administrators (ARMA) filing rules and techniques which are widely used in business to create and maintain files. Covers alphabetic, numeric, geographic and subject filing rules; and records management including rules for retention, transfer and disposition of records. Students will use a software package to learn basic filing rules.

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### 105 DATA ENTRY SKILLS 1 UNIT

Prerequisite: "C" grade or higher or "Pass" in BOT 100 or equivalent

Recommended Preparation: Grade of "Pass" in BOT 096 or equivalent

.5 hour lecture, 1.5 hours laboratory

Designed for students who wish to prepare for employment in the data entry field. Emphasizes the development of speed and accuracy in the use of the microcomputer alphabetic keyboard and numeric keypad to reach employable levels of skill. Students will complete assignments, drills, and timed speed and accuracy tests.

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### 106 EFFECTIVE JOB SEARCH (formerly BUS 114) 1 UNIT

1 hour lecture

Provides comprehensive and valuable skills that are needed to successfully secure employment, specializing in the office technology industry. Designed to examine the continuous process of career/life planning through effective, well-planned and efficiently organized job search procedures. *Not open to students with credit in BUS 114.*

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### 107 OFFICE SYSTEMS AND PROCEDURES 2 UNITS

Recommended Preparation: "C" grade or higher or "Pass" in BOT 096, 097, 101AB or equivalent or concurrent enrollment, ENGL 098R or ESL 103R or equivalent reading level

2 hours lecture

Study of office ethics and professionalism; prioritizing and productivity; human relations; working in teams; customer service skills; telephone skills; scheduling appointments; using email, copiers, fax machines and scanners; handling office mail; and using the

Internet for common office functions such as travel reservations and ordering supplies.

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### 108 USING CALCULATORS TO SOLVE BUSINESS PROBLEMS 1 UNIT

Recommended Preparation: "C" grade or higher or "Pass" in ENGL 098R or ESL 103R or equivalent reading level

.5 hour lecture, 1.5 hours laboratory

Introduces the 10-key, digital display electronic calculator. Students will build skill in performing fundamental arithmetic operations using a calculator, including using decimals, fractions, constants, discounts, percentages and memory keys.

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### 114 ESSENTIAL WORD 1 UNIT

Recommended Preparation: "C" grade or higher or "Pass" in BOT 096, 097, 101AB or equivalent, ENGL 098R or ESL 103R or equivalent reading level

.5 hour lecture, 1.5 hours laboratory

Designed for students who want to learn the most commonly used features of a popular word processing software package. Upon completion, students will be proficient in using text editing and formatting commands to produce typical business documents, and in using the mail merge feature to produce form letters, labels and envelopes. Those desiring more in-depth coverage of these and additional topics should consider enrolling in BOT 120, 121, 122. *Not open to students with credit in BOT 121, 122.*

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### 115 ESSENTIAL EXCEL 1 UNIT

Recommended Preparation: "C" grade or higher or "Pass" in BOT 096, 097, 100 or equivalent, ENGL 098R or ESL 103R or equivalent reading level

.5 hour lecture, 1.5 hours laboratory

Designed for students who want to become proficient in the most commonly used features of Microsoft Excel. Basic spreadsheet concepts and terms will be introduced. Students will learn how to create, format and revise spreadsheets, charts, basic formulas, and templates. The use of simple macros will be introduced. Those desiring more in-depth coverage of these and additional topics should consider enrolling in BOT 123, 124, 125. *Not open to students with credit in BOT 124, 125.*

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### 116 ESSENTIAL ACCESS 1 UNIT

Recommended Preparation: "C" grade or higher or "Pass" in BOT 096, 097, 100 or equivalent, ENGL 098R or ESL 103R or equivalent reading level

.5 hour lecture, 1.5 hours laboratory

Designed for students who want to become proficient in the most commonly used features of Microsoft Access. Basic database concepts and terms will be introduced. Students will learn how to create, format, edit and revise simple databases, sort and filter records, use queries, and create forms, reports and labels. Those desiring more in-depth coverage of these and additional topics should consider enrolling in CIS 140 or BOT 126, 127, 128. *Not open to students with credit in BOT 127, 128.*

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### 117 ESSENTIAL POWERPOINT 1 UNIT

Recommended Preparation: "C" grade or higher or "Pass" in BOT 096, 097, 114 or equivalent, ENGL 098R or ESL 103R or equivalent reading level

.5 hour lecture, 1.5 hours laboratory

Designed for students who want to become proficient in the most commonly used features of Microsoft PowerPoint. Basic concepts and terms will be introduced. Students will learn how to create, format and revise PowerPoint presentations, including animation effects. Those desiring more in-depth coverage of

these and additional topics should consider enrolling in BOT 129, 130, 131. *Not open to students with credit in BOT 130, 131.*

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### 118 INTEGRATED OFFICE PROJECTS 1 UNIT

Prerequisite: "C" grade or higher or "Pass" in BOT 102AB, 107, 114, 115, 116, 117 or equivalent

Recommended Preparation: "C" grade or higher or "Pass" in ENGL 098R or ESL 103R or equivalent reading level

3 hours laboratory

Capstone course for BOT majors who have completed prerequisite courses in all applications of the Microsoft Office suite (Word, Excel, Access, PowerPoint) and have keyboarding skills of 40 net words per minute, minimum. Students will apply their skills and use the Internet to complete projects that integrate these applications.

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### 120 COMPREHENSIVE WORD, LEVEL I 1 UNIT

Recommended Preparation: "C" grade or higher or "Pass" in BOT 096, 097, 101AB or equivalent, ENGL 098R or ESL 103R or equivalent reading level

.5 hour lecture, 1.5 hours laboratory

First in a three-level course sequence providing thorough coverage of most features of Microsoft Word. Students who complete all three levels will be prepared to take the Microsoft Office User Specialist (MOUS) certification examination or similar examinations. Those desiring less comprehensive coverage of Word should consider enrolling in BOT 114.

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### 121 COMPREHENSIVE WORD, LEVEL II 1 UNIT

Recommended Preparation: "C" grade or higher or "Pass" in BOT 120 or equivalent

.5 hour lecture, 1.5 hours laboratory

Second in a three-level course sequence providing thorough coverage of most features of Microsoft Word. Students who complete all three levels will be prepared to take the Microsoft Office User Specialist (MOUS) certification examination or similar examinations.

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### 122 COMPREHENSIVE WORD, LEVEL III 1 UNIT

Prerequisite: "C" grade or higher or "Pass" in BOT 121 or equivalent

.5 hour lecture, 1.5 hours laboratory

Third in a three-level course sequence providing thorough coverage of most features of Microsoft Word. Students who complete all three levels will be prepared to take the Microsoft Office User Specialist (MOUS) certification examination or similar examinations. Students should consider enrolling in BOT 280 prior to taking the examination.

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### 123 COMPREHENSIVE EXCEL, LEVEL I 1 UNIT

Recommended Preparation: "C" grade or higher or "Pass" in BOT 096, 097, 100 or equivalent

.5 hour lecture, 1.5 hours laboratory

First in a three-level course sequence providing thorough coverage of most features of Microsoft Excel. Students who complete all three levels will be prepared to take the Microsoft Office User Specialist (MOUS) certification examination or similar examinations. Those desiring less comprehensive coverage of Excel should consider enrolling in BOT 115.

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### 124 COMPREHENSIVE EXCEL, LEVEL II 1 UNIT

Recommended Preparation: "C" grade or higher or "Pass" in BOT 123 or equivalent

.5 hour lecture, 1.5 hours laboratory

Second in a three-level course sequence providing thorough coverage of most features of Microsoft Excel. Students who complete all three levels will be prepared to take the Microsoft Office User Specialist (MOUS) certification examination or similar examinations.

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### 125 COMPREHENSIVE EXCEL, LEVEL III 1 UNIT

Prerequisite: "C" grade or higher or "Pass" in BOT 124 or equivalent

.5 hour lecture, 1.5 hours laboratory

Third in a three-level course sequence providing thorough coverage of most features of Microsoft Excel. Students who complete all three levels will be prepared to take the Microsoft Office User Specialist (MOUS) certification examination or similar examinations. Students should consider enrolling in BOT 281 prior to taking the examination.

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### 126 COMPREHENSIVE ACCESS, LEVEL I 1 UNIT

Recommended Preparation: "C" grade or higher or "Pass" in BOT 096, 097, 100, 116 or equivalent, ENGL 098R or ESL 103R or equivalent reading level

.5 hour lecture, 1.5 hours laboratory

First in a three-level course sequence providing thorough coverage of most features of Microsoft Access. Students who complete all three levels will be prepared to take the Microsoft Office User Specialist (MOUS) certification examination or similar examinations. Those desiring less comprehensive coverage of Access should consider enrolling in BOT 116.

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### 127 COMPREHENSIVE ACCESS, LEVEL II 1 UNIT

Recommended Preparation: "C" grade or higher or "Pass" in BOT 126 or equivalent

.5 hour lecture, 1.5 hours laboratory

Second in a three-level course sequence providing thorough coverage of most features of Microsoft Access. Students who complete all three levels will be prepared to take the Microsoft Office User Specialist (MOUS) certification examination or similar examinations.

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### 128 COMPREHENSIVE ACCESS, LEVEL III 1 UNIT

Prerequisite: "C" grade or higher or "Pass" in BOT 127 or equivalent

.5 hour lecture, 1.5 hours laboratory

Third in a three-level course sequence providing thorough coverage of most features of Microsoft Access. Students who complete all three levels will be prepared to take the Microsoft Office User Specialist (MOUS) certification examination or similar examinations. Students should consider enrolling in BOT 282 prior to taking the examination.

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### 129 COMPREHENSIVE POWERPOINT, LEVEL I 1 UNIT

Recommended Preparation: "C" grade or higher or "Pass" in BOT 101AB, 114, 120 or equivalent, ENGL 098R or ESL 103R or equivalent reading level

.5 hour lecture, 1.5 hours laboratory

First in a three-level course sequence providing thorough coverage of most features of Microsoft PowerPoint. Students who complete all three levels will be prepared to take the Microsoft Office User Specialist (MOUS) certification examination or similar examinations. Those

desiring less comprehensive coverage of PowerPoint should consider enrolling in BOT 117.

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**130 COMPREHENSIVE POWERPOINT, LEVEL II 1 UNIT**

Recommended Preparation: "C" grade or higher or "Pass" in BOT 129 or equivalent

.5 hour lecture, 1.5 hours laboratory

Second in a three-level course sequence providing thorough coverage of most features in Microsoft PowerPoint. Students who complete all three levels will be prepared to take the Microsoft Office User Specialist (MOUS) certification examination or similar examinations.

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**131 COMPREHENSIVE POWERPOINT, LEVEL III 1 UNIT**

Prerequisite: "C" grade or higher or "Pass" in BOT 130 or equivalent

.5 hour lecture, 1.5 hours laboratory

Third in a three-level course sequence providing thorough coverage of most features in Microsoft PowerPoint. Students who complete all three levels will be prepared to take the Microsoft Office User Specialist (MOUS) certification examination or similar examinations. Students should consider enrolling in BOT 283 prior to taking the examination.

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**150 USING MICROSOFT PUBLISHER 1 UNIT**

Recommended Preparation: "C" grade or higher or "Pass" in BOT 101AB or 121 or equivalent

.5 hour lecture, 1.5 hours laboratory

Introductory course in Microsoft Publisher for students who wish to acquire a basic understanding of concepts and terminology for the production and design of professional quality publications. Emphasizes graphics, word processing and page layout.

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**151 USING MICROSOFT OUTLOOK 1 UNIT**

Recommended Preparation: "C" grade or higher or "Pass" in BOT 096, 097, 101AB, 114 or 120 or equivalent

.5 hour lecture, 1.5 hours laboratory

Designed to offer students proficiency in the use of Microsoft Outlook to create email messages, maintain personal calendars and schedules, plan work, maintain contact lists, and organize information.

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**199 SPECIAL STUDIES OR PROJECTS**

(see page 38, Academic Policies and Procedures)

**201 ADVANCED KEYBOARDING/ DOCUMENT PROCESSING 3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in BOT 102AB or equivalent

1.5 hours lecture, 4.5 hours laboratory

Advanced keyboarding for further development of keyboarding skills to meet professional placement requirements. Students will apply intermediate and advanced features of Microsoft Word to create complex business documents with minimum instruction. Utilizes software for building speed and accuracy on 5-minute timed writings to attain the speed and accuracy required for professional office positions.

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**203 OFFICE PROJECT COORDINATION 1 UNIT**

Prerequisite: "C" grade or higher or "Pass" in BOT 122, 125, 128, 131, 151 or equivalent

3 hours laboratory

Capstone course providing students who have comprehensive knowledge of Microsoft Word, Excel, Access, PowerPoint and Outlook the opportunity to integrate those skills by

assuming responsibility for completing a given project from inception to completion.

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**223 OFFICE WORK EXPERIENCE 1 UNIT**

Prerequisite: Limited to BOT majors who have completed at least 12 units in the major

Recommended Preparation: Keyboarding and computer skills as well as training in a variety of office procedures as required by most worksites

60 hours unpaid or 75 hours paid work experience per semester

Work experience in an office setting. Trainee spends 60 hours unpaid or 75 hours paid per semester in on-the-job training.

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**224 OFFICE WORK EXPERIENCE 2 UNITS**

Prerequisite: Limited to BOT majors who have completed at least 12 units in the major

Recommended Preparation: Keyboarding and computer skills as well as training in a variety of office procedures as required by most worksites

120 hours unpaid or 150 hours paid work experience per semester

Work experience in an office setting. Trainee spends 120 hours unpaid or 150 hours paid per semester in on-the-job training.

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**225 OFFICE WORK EXPERIENCE 3 UNITS**

Prerequisite: Limited to BOT majors who have completed at least 12 units in the major

Recommended Preparation: Keyboarding and computer skills as well as training in a variety of office procedures as required by most worksites

180 hours unpaid or 225 hours paid work experience per semester

Work experience in an office setting. Trainee spends 180 hours unpaid or 225 hours paid per semester in on-the-job training.

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