

Which B.O.T. Course is Right for You?

The following descriptions may help you decide which course you should take. If you still aren't sure, you can come into the Flex Lab in room F505/606 and talk to an instructor

BOT 095 (all sections) - Keyboarding Skill Reinforcement

For students who need to refresh their basic keyboard skills, are slow but already know how to type. We recommend that you take BOT 100 or the equivalent before BOT 095.

BOT 096 (all sections) - Computer Office Basics for the Office

For students who want to learn information about the computer system hardware and common software packages.

BOT 097 (all sections) - Windows Basics for the Office

For students who want to understand Windows, the computer operating system.

BOT 100 (all sections) - Basic Keyboarding*

For students who wish to learn to use the keyboard - learn how to type!

BOT 101A/B (all sections) - Keyboarding/Document Processing*

For students who can type at least 20 nwpm and want to learn how to produce professional office documents including memos, business letters, and business reports. The focus of this class is NOT keyboarding but rather creating documents using correct formatting and spacing. Microsoft Word is the software used. We recommend that you take the courses in sequence – 101A before 101B.

BOT 101A (all sections) - Part 1, Keyboarding/Document Processing

BOT 101B (all sections) - Part 2, Keyboarding/Document Processing

BOT 102A/B (all sections) - Intermediate Keyboarding/Document Processing*

For students who can type at least 30 nwpm, know the formatting introduced in BOT 101A/B and want to learn more about producing professional office documents. We recommend that you take the courses in sequence – 102A then 102B.

BOT 102A (all sections) - Part 1, Intermediate Keyboarding/Document Processing

BOT 102B (all sections) - Part 2, Intermediate Keyboarding/Document Processing

BOT 201 (all sections) - Advanced Keyboarding & Document Processing*

For students who want practice creating office documents & applying office skills. Very little "how to" direction is given in this class, as it is assumed you learned the formatting and procedures in BOT 101A/B and BOT 102A/B.

**NOTE: We recommend you take the keyboarding classes in sequence:*

100 (or equivalent), 101A, 101B, 102A, 102B because each class builds upon the previous.

103ABC are taken any time after you know how to type but want to improve speed and accuracy.

BOT 103A (all sections) - Building Keyboarding Skill I

For students who know how to type and now want to build keyboarding speed and accuracy.

BOT 103B (all sections) - Building Keyboarding Skill II

BOT 103C (all sections) - Building Keyboarding Skill III

BOT 104 (all sections) - Filing and Records Management

For students who want to learn about filing rules and techniques.

BOT 105 (all sections) - Data Entry Skills

For students interested in learning the skill of data entry. Must meet minimum typing and ten-key speed to successfully complete the class.

BOT 108 (all sections) - Calculators

Students will be introduced to the 10-key calculator and learn how to use it to successfully perform mathematical business calculations. Percents, averages, balancing accounts, and discounts are included some of the math concepts presented.

BOT 114 (all sections) - Essential Word

For students who want an overview of the most commonly used tools in Microsoft Word. This class covers the basics through intermediate Word features.

BOT 115 (all sections) - Essential Excel

For students who want an overview of the most commonly used tools in Microsoft Excel. This course covers the basics of Excel and will get you up and running!

BOT 116 (all sections) - Essential Access

For students who want an overview of the most commonly used tools in Microsoft Access, up to an intermediate level of Access. This class assumes you have computer experience with Word and/or Excel, minimally.

BOT 117 (all sections) - Essential PowerPoint

For students who want an overview of the most commonly used tools in Microsoft PowerPoint. This course covers the main features through an intermediate level.

BOT 118 (all sections) - Integrated Office Projects

For students who want to learn how to effectively integrate the Microsoft programs: Integration instruction and examples are given, but students should already know Microsoft Office.

BOT 120 (all sections) - Comprehensive Word Level I **

For students interested in learning details about Microsoft Word at a beginning level.

BOT 121 (all sections) -Comprehensive Word Level II**

For students interested in learning details about Microsoft WORD at an intermediate level.

BOT 122 (all sections) - Comprehensive Word Level III**

For students interested in learning details about Microsoft Word at an advanced level.

BOT 123 (all sections) - Comprehensive Excel Level I**

For students interested in learning details about Microsoft Excel at a beginning level.

BOT 124 (all sections) - Comprehensive Excel Level II**

For students interested in learning details about Microsoft Excel at an intermediate level.

BOT 125 (all sections) - Comprehensive Excel Level III**

For students interested in learning details about Microsoft Excel at an advanced level.

BOT 126 (all sections) - Comprehensive Access Level I**

For students interested in learning details about Microsoft Access at a beginning level.

BOT 127 (all sections) - Comprehensive Access Level II**

For students interested in learning details about Microsoft Access at an intermediate level.

BOT 128 (all sections) - Comprehensive Access Level III**

For students interested in learning details about Microsoft Access at an advanced level.

BOT 129 (all sections) - Comprehensive PowerPoint Level I**

For students interested in learning details about Microsoft PowerPoint at a basic level.

BOT 130 (all sections) - Comprehensive PowerPoint Level II**

For students interested in learning details about Microsoft PowerPoint at an intermediate/advanced level.

BOT 131 (all sections) - Comprehensive PowerPoint Level III**

For students interested in learning details about Microsoft PowerPoint's features beyond presentations (for example, creating posters).

BOT 150 (all sections) - Using Microsoft Publisher

For students interested in learning desktop publishing to an intermediate level. Publisher is a program used to create fliers, pamphlets, and newsletters.

BOT 151 (all sections) - Using Microsoft Outlook

Students learn how to use Outlook to send email messages, create contacts, and use the online calendar and meeting functions.

BOT 203 (all sections) - Office Project Coordination

For students wanting to integrate the Microsoft Office Suite in an environment that simulates working conditions and tasks. "How to" directions are not given, but the student is asked to do tasks and must know which program is best suited for the task and how to perform the task.