# BUSINESS OFFICE TECHNOLOGY (BOT)

**BOT-100**
**Basic Keyboarding** **1 UNITS**
3.0 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. (CSU)

**BOT-101A**
**Keyboarding/Document Processing I** **1.5 UNITS**
Prerequisite: "C" grade or higher or "Pass" in BOT 100 or equivalent
1.5 hours lecture
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. (CSU)

**BOT-101B**
**Keyboarding/Document Processing II** **1.5 UNITS**
Prerequisite: "C" grade or higher or "Pass" in BOT 101A or equivalent
1.5 hours lecture
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. (CSU)

**BOT-102A**
**Intermediate Keyboarding/Document Processing I** **1.5 UNITS**
Prerequisite: "C" grade or higher or "Pass" in BOT 101B or equivalent
1.5 hours lecture
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. (CSU)

**BOT-102B**
**Intermediate Keyboarding/Document Processing II** **1.5 UNITS**
Prerequisite: "C" grade or higher or "Pass" in BOT 102A or equivalent
1.5 hours lecture
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. (CSU)

**BOT-103A**
**Building Keyboarding Skill I** **0.5 UNITS**
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. (CSU)

**BOT-103B**
**Building Keyboarding Skill II** **0.5 UNITS**
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. (CSU)

**BOT-103C**
**Building Keyboarding Skill III** **0.5 UNITS**
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. (CSU)

**BOT-104**
**Filing and Records Management** **1 UNITS**
0.5 hours 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. (CSU)

**BOT-106**
**Effective Job Search** **1.5 UNITS**
1.0 hours lecture, 1.5 hours laboratory
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, including the use of multiple social media platforms. (CSU)

**BOT-107**
**Office Systems and Procedures** **2 UNITS**
Recommended Preparation: "C" grade or higher or "Pass" in BOT 101AB, 119 or equivalent or concurrent enrollment
2.0 hours lecture
Content includes office ethics and professionalism; prioritizing and productivity; human relations; working in teams; customer service skills; telephone skills; scheduling appointments; using email, use of applications and devices to transmit documents; handling office mail; and using the Internet for common office functions such as travel reservations and ordering supplies. (CSU)

**BOT-114**
**Essential Word** **1 UNITS**
Recommended Preparation: "C" grade or higher or "Pass" in BOT 100, 119 or equivalent
0.5 hours 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. (CSU)

**BOT-115**
**Essential Excel** **1 UNITS**
Recommended Preparation: "C" grade or higher or "Pass" in BOT 100, 119 or equivalent
0.5 hours 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. (CSU)

**BOT-116**
**Essential Access** **1 UNITS**
Recommended Preparation: "C" grade or higher or "Pass" in BOT 100, 119 or equivalent
0.5 hours 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. (CSU)

**BOT-117**
**Essential PowerPoint** **1 UNITS**
Recommended Preparation: "C" grade or higher or "Pass" in BOT 100, 119 or equivalent
0.5 hours 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. Not open to students with credit in BOT 130. (CSU)

**BOT-118**
**Integrated Office Projects** **1 UNITS**
Prerequisite: "C" grade or higher or "Pass" 114, 115, 116, 117 or equivalent
3.0 hours laboratory
Capstone course for BOT majors who have completed prerequisite courses in all applications of the Microsoft Office suite (Word, Excel, Access, PowerPoint). Students will apply their skills and use cloud computing technologies such as Microsoft OneDrive, Microsoft OneNote, and Google Drive to complete projects that integrate these applications. (CSU)

**BOT-119**
**Windows for the Information Worker** **2 UNITS**
Recommended Preparation: "C" grade or higher or "Pass" in BOT 100 or equivalent or concurrent enrollment
2.0 hours lecture
This course is designed for students who wish to learn the latest generation of Windows. Students will learn to use the Windows operating system efficiently to customize desktop settings, control desktop applications and online apps, create an online account to access email and the cloud, conduct sophisticated online searches, understand and avoid online threats, and manage drives, files and folders. In addition, students will learn the latest in the "universal" application. (CSU)

**BOT-120**
**Comprehensive Word, Level I** **1 UNITS**
Recommended Preparation: "C" grade or higher or "Pass" in BOT 101AB, 119 or equivalent
0.5 hours 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 Specialist (MOS) certification examination or similar examinations. Those desiring less comprehensive coverage of Word should consider enrolling in BOT 114. (CSU)

**BOT-121**
**Comprehensive Word, Level II** **1 UNITS**
Recommended Preparation: "C" grade or higher or "Pass" in BOT 120 or equivalent
0.5 hours 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 Specialist (MOS) certification examination or similar examinations. (CSU)

**BOT-122**
**Comprehensive Word, Level III** **1 UNITS**
Prerequisite: "C" grade or higher or "Pass" in BOT 121 or equivalent
0.5 hours 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 Specialist (MOS) certification examination or similar examinations. (CSU)

**BOT-123**
**Comprehensive Excel, Level I** **1 UNITS**
Recommended Preparation: "C" grade or higher or "Pass" in BOT 100, 119 or equivalent
0.5 hours 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 Specialist (MOS) certification examination or similar examinations. Those desiring less comprehensive coverage of Excel should consider enrolling in BOT 115. (CSU)

**BOT-124**
**Comprehensive Excel, Level II** **1 UNITS**
Recommended Preparation: "C" grade or higher or "Pass" in BOT 123 or equivalent
0.5 hours 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 Specialist (MOS) certification examination or similar examinations. (CSU)

**BOT-125**
**Comprehensive Excel, Level III** **1 UNITS**
Prerequisite: "C" grade or higher or "Pass" in BOT 124 or equivalent
0.5 hours 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 Specialist (MOS) certification examination or similar examinations. (CSU)

**BOT-126**
**Comprehensive Access, Level I** **1 UNITS**
Recommended Preparation: "C" grade or higher or "Pass" in BOT 100, 116, 119 or equivalent
0.5 hours 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 Specialist (MOS) certification examination or similar examinations. Those desiring less comprehensive coverage of Access should consider enrolling in BOT 116. (CSU)

**BOT-127**
**Comprehensive Access, Level II** **1 UNITS**
Recommended Preparation: "C" grade or higher or "Pass" in BOT 126 or equivalent
0.5 hours 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 Specialist (MOS) certification examination or similar examinations. (CSU)

**BOT-128**
**Comprehensive Access, Level III** **1 UNITS**
Prerequisite: "C" grade or higher or "Pass" in BOT 127 or equivalent
0.5 hours 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 Specialist (MOS) certification examination or similar examinations. (CSU)

**BOT-129**
**Comprehensive PowerPoint, Level I** **1 UNITS**
Recommended Preparation: "C" grade or higher or "Pass" in BOT 101AB, 114, 120 or equivalent
0.5 hours 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 Specialist (MOS) certification examination or similar examinations. Those desiring less comprehensive coverage of PowerPoint should consider enrolling in BOT 117. (CSU)

**BOT-130**
**Comprehensive PowerPoint, Level II** **1 UNITS**
Recommended Preparation: "C" grade or higher or "Pass" in BOT 129 or equivalent
0.5 hours 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 Specialist (MOS) certification examination or similar examinations. (CSU)

**BOT-132**
**Google Applications for Business** **3 UNITS**
3.0 hours lecture
In this course, students learn how to use Google Apps, a collection of free Web-based productivity tools, in a business environment. Topics include Google Search, Gmail, Google Calendar, Google Docs, Google Sheets, Google Slides, and emerging trends in Google Apps. Students use the internet to access their files and the tools to manipulate and collaborate with them. (CSU)

**BOT-133**
**Adobe Acrobat for the Workplace** **1 UNITS**
Recommended Preparation: "C" or higher or "Pass" in BOT 119 or equivalent
1.0 hours lecture
This course involves the study of Adobe Acrobat to create, manage, edit, assemble, and search PDF documents. Students will learn to create Adobe Portable Document Format (PDF), the universal file format for portable documents that preserves all of the fonts, formatting, colors, and graphics of any source document. Additionally, Acrobat can be used to create fillable forms, initiate review processes and apply legal features. Students will learn how to create PDF files from almost any file or paper document, as well as review and comment on PDF files, edit their contents, combine multiple documents into a single PDF file, keep PDF files secure, sign them electronically using the Adobe Document Cloud, and work with interactive online forms. This course will equip students to use Adobe Acrobat successfully in all professional settings, including law offices. (CSU)

**BOT-150**
**Using Microsoft Publisher** **1 UNITS**
Recommended Preparation: "C" grade or higher or "Pass" in BOT 101AB or 121 or equivalent
0.5 hours 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. (CSU)

**BOT-151**
**Using Microsoft Outlook** **1 UNITS**
Recommended Preparation: "C" grade or higher or "Pass" in BOT 100, 119, and either BOT 114 or 120 or equivalent
0.5 hours 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. (CSU)

**BOT-174**
**Computer Concepts and Applications** **3 UNITS**
3.0 hours lecture
This course involves the study of computer concepts and computer skills needed to use computers effectively and efficiently to enhance personal and professional productivity. Computer concepts covered include a basic understanding of the components that comprise computer hardware, system software, social media, mobile computing, and the security and privacy issues related to technology. This course will guide students to achieve entry-level competence with the latest editions of Microsoft Windows, web browsers and the Microsoft Office productivity suite, including OneNote, Outlook, Word, Excel, PowerPoint, and Access. (CSU)

**BOT-180**
**Basic Computer Skills for Arabic Learners** **1 UNITS**
Recommended Preparation: "C" grade or higher or "Pass" in Arabic 120 or equivalent
1.0 hours lecture
Students will be provided with the basic information and skills needed to operate a computer efficiently to support Arabic classes with an emphasis on basic keyboarding techniques and typing in Arabic, editing and formatting text in Arabic, and creating, formatting, and editing PowerPoint presentations in Arabic. Includes an overview of file and folder management to store information, using computer input devices, searching the internet, and sending email with attachments. Also listed as ARBC 180. Not open to students with credit in ARBC 180. (CSU)

**BOT-223**
**Office Work Experience** **1 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
Work experience in an office setting. Occupational cooperative work experience credit may accrue at the rate of one to eight units per semester for a total of sixteen units, and students must work 54 paid hours or unpaid hours per unit earned. 54 hours paid or unpaid work experience per semester, 1 unit. (CSU)

**BOT-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
Work experience in an office setting. Occupational cooperative work experience credit may accrue at the rate of one to eight units per semester for a maximum total of sixteen units, and students must work 54 paid hours or unpaid hours per unit earned. A student taking this course for 2 units must work 108 hours paid or unpaid. 108 hours paid or unpaid work experience per semester, 2 units. (CSU)

**BOT-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
Work experience in an office setting. Occupational cooperative work experience credit may accrue at the rate of one to eight units per semester for a maximum total of sixteen units, and students must work 54 paid hours or unpaid hours per unit earned. A student taking this course for 3 units must work 162 hours paid or unpaid. 162 hours paid or unpaid work experience per semester, 3 units. (CSU)