

BUSINESS OFFICE TECHNOLOGY (BOT)

BOT-086

Essential Skills for Workplace Success

4 UNITS

4.0 hours lecture

A class designed for office occupation students, providing essential skills and techniques necessary for success in college and in the world of work. The course includes basic keyboarding skills as well as basic literacy and arithmetic refresher skills using business office occupations curriculum as the subject matter. Special emphasis will be placed on conflicting role demands of student, parent and employee in order to provide students with basic life management skills. This course is offered on a Pass/No Pass basis only. (Nondegree credit course)

BOT-100

Basic Keyboarding

1 UNITS

3.0 hours laboratory

A course in beginning keyboarding techniques for those students who wish to use keyboarding skills for inputting information to computers. The course is taught on computers using appropriate software. Emphasis will be placed on the development of speed and accuracy by use of touch keyboarding methods. Keys taught include alphabetic, numeric and symbol keys. (CSU)

BOT-101A

Keyboarding/Document Processing I

1.5 UNITS

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

0.8 hours lecture, 2.2 hours laboratory

Business Office Technology 101A is equivalent to the first half of Business Office Technology 101. The focus will be on learning or reviewing the alphabetic and numeric keyboard, including the 10-key pad for numeric data entry. Students will learn to use basic features of Microsoft Word software to produce simple memos, letters, and reports. Keyboarding software will be used to build speed and accuracy. Students wishing to progress to Business Office Technology 102 should also complete Business Office Technology 101B. Not open to students with credit in Business Office Technology 101. (CSU)

BOT-101B

Keyboarding/Document Processing II

1.5 UNITS

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

0.8 hours lecture, 2.2 hours laboratory

This course is equivalent to the second half of Business Office Technology 101. Students will use Microsoft Word software to produce correctly formatted and accurate business documents, including letters, reports, and tables. Students will also use keyboarding software to build speed and accuracy. Not open to students with credit in Business Office Technology 101. (CSU)

BOT-102A

Intermediate Keyboarding/Document Processing I

1.5 UNITS

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

0.8 hours lecture, 2.2 hours laboratory

Business Office Technology 102A is equivalent to the first half of Business Office Technology 102. Students review and create business documents to apply formatting skills taught in BOT 101 (or BOT 101A and 101B), and then students are introduced to new formatting and report styles options, including agendas, formal reports, and multipage tables. This course begins with intermediate Microsoft Word functions so 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 timing. Not open to students with credit in Business Office Technology 102. (CSU)

BOT-102B

Intermediate Keyboarding/Document Processing II

1.5 UNITS

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

0.8 hours lecture, 2.2 hours laboratory

Business Office Technology 102B is equivalent to the second half of Business Office Technology 102. 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 so 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. Not open to students with credit in Business Office Technology 102. (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

This course is 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: A "C" grade or higher or "Pass" in BOT 103A or equivalent.

1.5 hours laboratory

This is a continuation course 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. Students keying at a lower rate should enroll in Business Office Technology 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

This is a continuation course 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. Students keying at a lower rate should enroll in Business Office Technology 103B. (CSU)

BOT-104**Filing and Records Management 1 UNITS**

0.5 hours lecture, 1.5 hours laboratory

This course offers 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. Alphabetic, numeric, geographic, and subject filing rules are included. The course also includes instruction in records management, including the rules for retention, transfer and disposition of records. Students use a microcomputer software package to learn basic filing rules. (CSU)

BOT-105**Data Entry Skills 1 UNITS**

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

5.0 hours lecture, 1.5 hours laboratory

This course is designed for students who wish to prepare for employment in the data entry field. Emphasis is on development of speed and accuracy in the use of the microcomputer alphabetic keyboard and the microcomputer numeric keypad to reach employable levels of skill. Students will complete assignments, drills, and timed speed and accuracy tests. (CSU)

BOT-106**Effective Job Search 1 UNITS**

1.0 hours lecture

This course will provide comprehensive and valuable skills that are needed to successfully secure employment, specializing in the office technology industry. It is designed to examine the continuous process of career/life planning through effective, well-planned and efficiently organized job search procedures. (CSU)

BOT-107**Office Systems and Procedures 2 UNITS**

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 e-mail, copiers, fax machines, and scanners; handling office mail; and using the Internet for common office functions such as travel reservations and ordering supplies. (CSU)

BOT-108**Using Calculators to Solve Business Problems 1 UNITS**

0.5 hours lecture, 1.5 hours laboratory

Introduces the ten-key, digital display, electronic calculator. The student will build skill in performing fundamental arithmetic operations using a calculator. Topics include use of decimals, fractions, constants, discounts, percentages, and memory keys. (CSU)

BOT-109**Elementary Accounting 3 UNITS**

3.0 hours lecture

A one-semester introduction to elementary accounting principles. Presentation includes journals, ledgers, work sheets and financial statement for the single proprietorship. The course is designed for the clerical employee. (May not be substituted for Business 120 where required. Not open to students with credit in Business 120.) (CSU)

BOT-110**Business English and Communication 3 UNITS**

3.0 hours lecture

A class designed to provide English and communication skills for use in office occupations. Areas covered include spelling, vocabulary, language structure, mechanics of style, and writing business memos, e-mails, and letters. All memo, e-mail and letter assignments must be typed or prepared on a computer. This course is designed primarily for Business Office Technology students. (CSU)

BOT-111**Virtual Assistant 2 UNITS**

Recommended Preparation: A "C" grade or higher or "Pass" in BOT 100, or BOT 103A and 103B and BOT 107.

2.0 hours lecture

An overview course providing information to those interested in careers as Virtual Assistants (those whose work consists mainly of internet communications and email correspondence) with a focus on virtual administrative services. Topics include defining a virtual career; creating, organizing and managing your virtual office, office and business ethics, financial planning; time management, buying and using technology, and promoting a virtual business. (CSU)

BOT-113**Social Media Basics for the Job Seeker 0.5 UNITS**

1.5 hours laboratory

Social Media Basics for the Job Seeker is an introduction to social media, social media providers, and social media uses. Definitions of social media and related terminology will be provided. Students will learn how to develop Facebook, LinkedIn, Twitter, and other accounts to develop a professional profile online. Safety and privacy will be covered. The course is designed for the beginner who wants to learn more about social media and how to use it to create an online professional portfolio. (CSU)

BOT-114**Essential Word 1 UNITS**

Recommended Preparation: "C" grade or higher or "Pass" in BOT 101A and BOT 101B or equivalent or concurrent enrollment.

0.5 hours lecture, 1.5 hours laboratory

This course is designed for the student who wants to learn the most commonly used features of a current popular word processing software package. Students who complete this course will be proficient in using text editing and formatting commands to produce typical business documents. They will also be proficient at using the mail merge feature to produce form letters, labels, and envelopes. Students who wish to study word processing software in more depth should consider enrolling in Business/Computer Science Information Systems 173 or Business Office Technology/Computer Science Information Systems 120, 121 and 122. See the current class schedule for version of Microsoft Word currently being used. Not open to students with credit in Business Office Technology/Computer Science Information Systems 121 or 122. (CSU)

BOT-115**Essential Excel 1 UNITS**

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

0.5 hours lecture, 1.5 hours laboratory

This course is for the student who wants 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 and charts. They will also learn how to create basic formulas and templates. The use of simple macros will be introduced. Students who desire more in depth coverage of these and additional topics should consider enrolling in Business Office Technology 123 and 124. (CSU)

BOT-116**Essential Access 1 UNITS**

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

0.5 hours lecture, 1.5 hours laboratory

This course is for the student who wants 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. They will learn to sort and filter records, to use queries, and to create forms, reports, and labels. Students who desire more in depth coverage of these and additional topics should consider enrolling in Business Office Technology 126, 127, and 128. (CSU)

BOT-117**Essential PowerPoint 1 UNITS**

0.5 hours lecture, 1.5 hours laboratory

This course is for the student who wants 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. Students who desire more in depth coverage of these and additional topics should consider enrolling in Business Office Technology 129, 130, and 131. Not open to students with credit in Business Office Technology 130 or 131. (CSU)

BOT-118**Integrated Office Projects 1 UNITS**

Prerequisite: "C" grade or higher or "Pass" in BOT 114, 115, 116, and 117 or equivalents.

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 in BOT 100.

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 101A and BOT 101B or equivalent.

0.5 hours lecture, 1.5 hours laboratory

This is the first level of a three-level course sequence designed to give students 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 wishing less comprehensive coverage of Microsoft Word should consider enrolling in Business Office Technology 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

This course is the second level in a three-level course sequence designed to give students thorough coverage of all 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. (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

This course is the third in a three-level course sequence designed to give students thorough coverage of most features of Microsoft Word. Students completing this three course sequence and preparing to take the Microsoft Office User Specialist (MOUS) certification examination or similar examinations should consider enrolling in Business Office Technology 280 prior to taking the examination. (CSU)

BOT-123**Comprehensive Excel, Level I 1 UNITS**

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

0.5 hours lecture, 1.5 hours laboratory

This is the first level of a three-level course sequence designed to give students thorough coverage of most features of Microsoft Excel. Students who complete all three levels will be prepared to take the Microsoft Office User Specialist certification examination or similar examinations. Students wishing less comprehensive coverage of Microsoft Excel should consider enrolling in Business Office Technology 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

This course is the second level in a three-level course sequence designed to give students a thorough coverage of all features of Excel. Students who complete all three levels will be prepared to take the Microsoft Office User Specialist (MOUS) 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

This is the third level in a three-level course sequence designed to give students thorough coverage of all the features of Excel. (CSU)

BOT-126**Comprehensive Access, Level I 1 UNITS**

Recommended Preparation: "C" grade or higher or "Pass" in BOT 100 and BOT 116 or equivalent.

0.5 hours lecture, 1.5 hours laboratory

This is the first level of a three-level course sequence designed to give students thorough coverage of most features of Microsoft Access. Students who complete all three levels will be prepared to take the Microsoft Office User Specialist certification examination or similar examinations. Students wishing less comprehensive coverage of Microsoft Access should consider enrolling in Business Office Technology 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

This course is the second level in a three-level course sequence designed to give students a thorough coverage of all 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. (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

This course is the third in a three-level course sequence designed to give students thorough coverage of most features of Microsoft Access. Students who complete all three courses in the sequence will be prepared to take the Microsoft Office User Specialist (MOUS) certification examination or similar examinations in Access. (CSU)

BOT-129**Comprehensive PowerPoint, Level I 1 UNITS**

Recommended Preparation: "C" grade or higher or "Pass" in BOT 101A and BOT 101B and BOT 114 or equivalent.

0.5 hours lecture, 1.5 hours laboratory

This is the first level of a three-level course sequence designed to give students 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. Students wishing less comprehensive coverage of Microsoft PowerPoint should consider enrolling in Business Office Technology 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

This course is the second level in a three-level course sequence designed to give students a thorough coverage of all 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 in PowerPoint. (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 Spreadsheets, Google Presentations, 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" grade or higher or "Pass" in BOT 119 or equivalent.

0.5 hours lecture, 1.5 hours laboratory

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 content, 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 101A and 101B or 121 or equivalent.

0.5 hours lecture, 1.5 hours laboratory

An introductory course in Microsoft Publisher for those students who wish to acquire a basic understanding of concepts and terminology for the production of professional quality publications. The emphasis is on 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 and BOT 114 or BOT 120, or equivalent.

0.5 hours lecture, 1.5 hours laboratory

This course is designed to offer students proficiency in the use of Microsoft Outlook to create e-mail messages, maintain personal calendars and schedules, plan work, maintain contact lists, and organize information. (CSU)

BOT-160**Speech Recognition Applications 1 UNITS**

1.0 hours lecture, 1.0 hours laboratory

Hands-on application with a current speech recognition software package. This includes training the software to recognize the user's voice; speaking accurately to improve the user's voice profile; opening and closing programs; selecting text; creating, editing, and formatting a variety of business documents; capitalizing, moving, inserting, saving, opening, and printing a variety of business documents; customizing the software; managing applications and documents; and managing keyboard and mouse control techniques. (CSU)

BOT-161**Medical Terminology****3 UNITS**

3.0 hours lecture

A basic course designed to familiarize students with fundamental medical terms and to help them recognize common prefixes, roots, and suffixes that will give clues to meaning. Stresses correct spelling, pronunciation, usage, and syllabication. Uses anatomy and physiology as a basis of study. (CSU)

BOT-163**Introduction to Basic Insurance Principles****3 UNITS**

3.0 hours lecture

This course will provide a working knowledge of the insurance basics necessary to begin a career in an insurance agency or an insurance company. Course content includes the principles of property and casualty insurance and the coverage they provide. (CSU)

BOT-164**Computer Software for the Insurance Industry****2 UNITS**

Recommended Preparation: "C" grade or higher or "Pass" or concurrent enrollment in BOT 163 or equivalent insurance industry experience.

2.0 hours lecture

This course will provide knowledge of common rating software utilized in the rating of auto insurance, homeowners, and dwelling fire policies. In addition, the student will learn how to complete common industry forms such as applications. Students will be expected to recognize and understand common insurance industry terms. (CSU)

BOT-165**Medical Insurance Billing****4.5 UNITS**

Recommended Preparation: "C" grade or higher or "Pass" in BOT 102B and BOT 161 or equivalent. May be concurrently enrolled in BOT 161.

4.0 hours lecture, 2.0 hours laboratory

The course provides entry-level training in medical insurance billing. The course will cover government, military, private and group insurance claim forms and process, including the use of standardized forms. Students will develop an understanding of Current Procedural Terminology (CPT), International Classification of Diseases (ICD) and Health Care Procedural Coding System (HCPCS) as they are used in medical records, insurance billing, and related correspondence. Emphasis is placed on: ICD-9, CPT and HCPCS coding; processing and monitoring health care claims, manually and using specialized software; interpretation and processing of Explanation of Benefits (EOB) information; and claims review and appeal. Students will use word processing and patient accounting software to produce billing correspondence and documents. (CSU)

BOT-167**Medical Coding****4 UNITS**

Recommended Preparation: "C" grade or higher or "Pass" in BOT 161 and 165 or equivalent.

4.0 hours lecture, 1.0 hours laboratory

This course provides entry-level training in medical coding. Students will develop an understanding of Current Procedure Terminology (CPT) and International Classifications of Diseases (ICD-9-CM), Volumes I and II as they are used in records. (CSU)

BOT-170**Medical Office Procedures****6 UNITS**

Prerequisite: "C" grade or higher or "Pass" or concurrent enrollment in BOT 161 or equivalent.

6.0 hours lecture

A course designed for those who wish to pursue a career as a medical business office worker or for those currently working in a medical office who wish to improve their skills. Students will develop skills in oral and written communications, records management, office supervision, legal and ethical obligations, credit and collections, banking procedures, bookkeeping for a medical office, employer and payroll taxes, special administrative procedures and preparation of a procedure manual for the medical office. (CSU)

BOT-171**Microcomputer Business Applications Lab****1 UNITS**

Corequisite: Concurrent enrollment in BOT 172.

3.0 hours laboratory

This lab is highly recommended for all students enrolled in Business Office Technology 172, and is especially beneficial for students who do not have access to a microcomputer outside of class hours. Hands-on assignments will facilitate skill development in all areas of microcomputer applications covered in Business Office Technology 172. (CSU)

BOT-172**Introduction to Microcomputer Applications****2 UNITS**

Recommended Preparation: "C" grade or higher or "Pass" in BOT 119 and BOT 100 or BOT 101A.

2.0 hours lecture

This class introduces a student to microcomputer application software. It is taught using a Windows operating system and IBM-compatible microcomputer, using business software in a hands-on lecture approach. Topics include the use of microcomputers for word processing, spreadsheet, database, electronic publishing and presentation functions. (CSU)

BOT-176**Computerized Accounting Applications****2 UNITS**

Recommended Preparation: "C" grade or higher or "Pass" or concurrent enrollment in BUS/BOT 109 or BUS 120.

2.0 hours lecture

An introductory course of computerized accounting functions utilizing an integrated general ledger software package. This course is especially beneficial for students, teachers and professionals who are using, or who plan to use, computerized accounting packages in a business environment. (CSU)

BOT-179**Computerized Accounting Lab****1 UNITS**

Corequisite: Concurrent enrollment in BUS/BOT 176.

3.0 hours laboratory

Supervised laboratory practice to enhance computer skills in subject areas included in Business/Business Office Technology. Use of integrated general accounting software for completion of projects assigned in Computerized Accounting Applications class. (CSU)

BOT-223

Office Work Experience **1 UNITS**

Prerequisite: Limited to majors in Business Office Technology who have completed at least 12 units in the major.

Work experience in an office. Trainee spends 60-75 hours per semester in on-the-job training in an office. Keyboarding and computer skills as well as training in a variety of office procedures are required by most worksites. (CSU) 5 hours work experience per week, 60 volunteer hours or 75 paid hours.

BOT-224

Office Work Experience **2 UNITS**

Prerequisite: Limited to majors in Business Office Technology who have completed at least 12 units in the major.

Work experience in an office. Trainee spends 120-150 hours per semester in on-the-job training in an office. Keyboarding and computer skills as well as training in a variety of office procedures are required by most worksites. (CSU) 10 hours work experience per week, 120 volunteer hours or 150 paid hours.

BOT-225

Office Work Experience **3 UNITS**

Prerequisite: Limited to majors in Business Office Technology who have completed at least 12 units in the major.

Work experience in an office. Trainee spends 180-225 hours per semester in on-the-job training in an office. Keyboarding and computer skills as well as training in a variety of office procedures are required by most worksites. (CSU) 15 hours work experience per week, 180 volunteer hours or 225 paid hours.