BOT 101. Keyboarding Basics
3 Credits (2+2P)
Covers correct fingering and mastery of the keyboard to develop skillful
operation. Formatting basic business letters, memos, and manuscripts.

BOT 102. Keyboarding: Document Formatting
3 Credits (2+2P)
Designed to improve keyboarding speed and accuracy; introduce
formats of letters, tables and reports. A speed and accuracy competency
requirement must be met.
Prerequisite: BOT 101 or consent of instructor.

BOT 105. Business English I
3 Credits
Training and application of the fundamentals of basic grammar,
capitalization and sentence structure (syntax).

BOT 106. Business Mathematics
3 Credits (2+2P)
Mathematical applications for business, including training in the touch
method of the 10-key calculator.
Prerequisite: CCDM 103 N or adequate score on math placement exam.

BOT 109. Business English II
3 Credits
Training and application of the fundamentals of punctuation, numbers,
basic writing and editing skills.
Prerequisite: C or better in BOT 105.

BOT 110. Records Management
3 Credits
Principles, methods and procedures for the selection, operation and
control of manual and automated records systems.

BOT 120. Accounting Procedures I
3 Credits (2+2P)
Business accounting principles and procedures. Use of special
journals, cash control, and merchandising concepts. Reports for sole
proprietorships.

BOT 121. Accounting Procedures II
3 Credits (2+2P)
Continuation of BOT 120, emphasizing accounting principles and
procedures for notes and interest, depreciation, partnerships and
corporations, cash flow and financial statement analysis. May be
repeated up to 3 credits. Restricted to Community Colleges campuses
only.
Prerequisite(s): BOT 120 or ACCT 221.

BOT 135. Keyboarding Technique Review
3 Credits
Emphasis on improving keyboarding speed and accuracy.
Prerequisite: BOT 101 or equivalent.

BOT 140. Payroll Accounting
3 Credits (2+2P)
Payroll procedures including payroll tax forms and deposits. May be
repeated up to 3 credits. Restricted to Community Colleges campuses
only.
Prerequisite(s): ACCT 221 or BOT 120.

BOT 150. Medical Terminology
3 Credits
Understanding of the basic elements of medical words. Use of medical
abbreviations. Same as NURS 150 and OEHO 120.

BOT 160. Spanish Grammar for Business Administration
3 Credits
Introductory course in Spanish grammar and practical business terms
required for the proper application of fundamental oral and written
business communication skills for Spanish speakers in the field of
business administration. Restricted to Community Colleges campuses
only.
Prerequisite(s): Spanish-speaking ability and computer keyboarding
ability.

BOT 170. Office Communications in Spanish I
3 Credits
Develop oral and written communications skills of native or near-native
speakers of Spanish. The student will learn basic letter writing skills,
customer service techniques, and telephone etiquette in Spanish.
Restricted to Community Colleges campuses only.
Prerequisite(s): BOT 169, Spanish-speaking ability, and computer
keyboarding ability.

BOT 171. Office Communications in Spanish II
3 Credits
Develop oral and written communications skills of native or near-native
speakers of Spanish. Emphasis placed on learning the office assistant’s
role within the office environment. Compose complex business
correspondence and learn to make international travel arrangements.
Prerequisite: BOT 101 or BOT 170.

BOT 191. Taking Minutes & Proofreading
3 Credits
Preparation and practice producing minutes suited for different meeting
types and purposes. Provides strategies to prepare for meetings, to
record proceedings, and to transcribe minutes while incorporating
proofreading skills practice. Topics include legal requirements, meeting
types, minute formats, and duties/expectations of the minute taker
and the meeting chair. Graded: S/U. Restricted to Community Colleges
campuses only.
Prerequisite(s): BOT 109 or consent of instructor.

BOT 202. Keyboarding Document Production
3 Credits (2+2P)
Further development of keyboarding speed and accuracy. Production of
complex letters, memos, tables, reports and business forms. A speed and
accuracy competency requirement must be met.
Prerequisites: BOT 102 and BOT 109, or consent of instructor.

BOT 203. Office Equipment and Procedures I
3 Credits (2+2P)
Office organization, telephone techniques, equipment and supplies,
handling meetings, human relations, mail procedures, and travel.
Prerequisites: BOT 213 or C S 110G or consent of instructor.

BOT 205. Microcomputer Accounting I
3 Credits (2+2P)
Introduction to automated accounting systems on microcomputers.
Prerequisite: working knowledge of computers and accounting or
consent of instructor.
BOT 206. Microcomputer Accounting II  
3 Credits (2+2P)  
Microcomputer accounting applications, integrating spreadsheets, word processing, graphics, and database. May be repeated up to 3 credits. Restricted to Community Colleges campuses only.  
Prerequisite(s): BOT 121 or BOT 215.

BOT 207. Machine Transcription  
3 Credits (2+2P)  
Creating office documents using transcribing equipment and microcomputer software. Emphasis on proofreading, editing and grammar.  
Prerequisites: minimum keyboarding of 45 wpm and C or better in BOT 105 or BOT 109 or equivalent and BOT 211 or BOT 213.

BOT 208. Medical Office Procedures  
3 Credits (2+2P)  
Current computerized and traditional administrative medical office procedures will be introduced. Practical knowledge on managing required record keeping in a medical office environment will be emphasized. Restricted to Community Colleges campuses only.  
Prerequisite(s): BOT 109 or ENGL 111G, HIT 150 or AHS 120, and computer keyboarding ability or consent of instructor.

BOT 209. Business and Technical Communications  
3 Credits  
Effective written communication skills and techniques for career success in the work place. Composition of letters, memos, short reports, forms, and proposals, and technical descriptions and directions.  
Prerequisites: ENGL 111G and computer keyboarding ability or consent of instructor.

BOT 211. Information Processing I  
3 Credits (2+2P)  
Defining and applying fundamental information processing concepts and techniques using the current version of leading software. Restricted to Community Colleges only.  
Prerequisite(s): BOT 101 or consent of instructor.

BOT 213. Word Processing I  
3 Credits (2+2P)  
Operation and function of a word processor. Specific equipment to be announced in the Schedule of Classes.  
Prerequisite: BOT 101 or keyboarding proficiency.

BOT 214. Word Processing II  
3 Credits (2+2P)  
Advanced operation and functions of a word processor. Specific equipment to be announced in the Schedule of Classes.  
Prerequisite: BOT 213 or consent of instructor.

BOT 215. Spreadsheet Applications  
1-3 Credits  
Use of spreadsheets to include graphics and business applications. Same as O ECS 215. May be repeated under different subtitles listed in the Schedule of Classes.

BOT 217. Powerpoint Presentation  
3 Credits  
Comprehensive, hands-on approach to learning and applying basic and advanced features of PowerPoint. These include text enhancements, objects, fills, colors, animation, charts, sound, video, and hyperlinks. Students demonstrate appropriate audience and communication tools to deliver presentations.  
Prerequisites: BOT 211 or ability to demonstrate keyboarding and Windows proficiency.

BOT 218. Information Processing II  
3 Credits (2+2P)  
Advanced information processing techniques using current version of leading software. May be repeated for a maximum of 6 credits.  
Prerequisite: BOT 211 or consent of instructor.

BOT 220. Internship in Business Office Technology  
2 Credits  
Experience in a supervised office position. Student must work at least eight hours per week. May be repeated for a maximum of 4 credits.  
Prerequisites: sophomore standing and consent of instructor.

BOT 221. Internship I  
1-3 Credits  
Work experience that directly relates to a student’s major field of study that provides the student an opportunity to explore career paths and apply knowledge and theory learned in the classroom. Internships may be paid or unpaid. Students are supervised/evaluated by both the employer and the instructor. May be repeated up to 6 credits. Consent of Instructor required. Restricted to: BOT & HIT majors. S/U Grading (S/U, Audit). Restricted to Community Colleges campuses only.

BOT 222. Internship II  
1-3 Credits  
Continuation of BOT 221. May be repeated up to 6 credits. Consent of Instructor required. Restricted to: BOT & HIT majors. S/U Grading (S/U, Audit). Restricted to Community Colleges campuses only.  
Prerequisite(s): BOT 221 and consent of instructor.

BOT 223. Medical Transcription I  
3 Credits (2+2P)  
Concepts in medical transcription are introduced on how to produce a variety of reports required in a medical office or facility utilizing accurate medical terminology, spelling, grammar, and document formatting. May be repeated up to 3 credits. Restricted to Community Colleges campuses only.  
Prerequisite(s): HIT 150 or AHS 120 and BOT 209.

BOT 228. Medical Insurance Billing  
3 Credits (2+2P)  
Comprehensive overview of the insurance concepts and applications required for successfully and accurately completing and submitting insurance claims and reimbursement processes for various insurance carriers, both private and government, will be emphasized. Restricted to Community Colleges campuses only.  
Prerequisite(s): HIT 150 or AHS 120 and BOT 208.

BOT 229. Personal Development  
3 Credits  
Development of a marketable, employable office systems person, to include interview, voice, manners, and apparel.
BOT 240. Introduction to Individual Taxation
3 Credits
Overview of Individual Federal Taxation; awareness of tax problems pitfalls and planning opportunities; focus on individual personal financial concerns and tax planning. One semester of accounting principles/procedures is recommended.

BOT 241. Auditing and Business Issues
3 Credits
Introduction to basic auditing concepts, the purpose for the auditing process, and requirements of persons assisting with the audit process. The course will also deal with issues of business law including contracts, sales, torts, strict liability, and business ethics. May be repeated up to 3 credits. Restricted to Community Colleges campuses only.
Prerequisite(s): BOT 120 or ACCT 221.

BOT 244. Tax Preparation
3 Credits
Introduces basic federal and state tax codes for preparing individual income tax returns. Emphasis on use of tax software.
Prerequisite: keyboarding proficiency.

BOT 250. Electronic Office Systems
3 Credits (2+2P)
Management of the electronic office. Office use of computers, printers, fax machines, copiers, and scanner concepts will be covered.
Prerequisite: BOT 211.

BOT 255. Special Topics
1-4 Credits
Specific subjects to be announced in the Schedule of Classes.

BOT 260. Bookkeeping Simulation Capstone
3 Credits (2+2P)
Refines the professional and technical skills students have learned while completing the BOT-Bookkeeping Assistant Option curriculum by demonstrating how coursework ties together. Designed as a bookkeeping assistant capstone course.
Prerequisite(s): BOT 121 or ACCT 221, BOT 140, BOT 205, and BOT 244, or consent of instructor.

BOT 270. Business Office Technology Capstone
3 Credits (2+2P)
Refines professional skills learned in the BOT program and ties all BOT coursework together. Restricted to: Community Colleges only.
Prerequisite(s): BOT 102; and BOT 120; and BOT 209 or ENGL 203G or ENGL 218G; and BOT 211 or OECS 211.