Business Communications Office Technology Department General Office

Department Requirements:		<u>Units</u>	
BCOT	60	Customer Service	1.0
BCOT	96	Microsoft PowerPoint	1.5
BCOT	97	Microsoft Outlook	1.5
BCOT	112	Microsoft Word	3.5
BCOT	114	Introduction to Microsoft Office	3.5
BCOT	131	College Keyboarding & Document Processing	3.5
BCOT	146	Business English for the Digital Workplace	3.0
BCOT	152	Employment Search in the Job Market	1.5
or BCOT	247	Managerial Business Communications	(3.0)
BCOT	161	Filing/Records Management	1.0
BCOT	162	Business Document Proofreading and Editing Skills	3.0
BCOT	248	Professional Soft Skills for Workplace Success	3.0
Total Certificate Requirements			26.0 / (27.
First Semes	ter (Fall)		
DCOT	<i>c</i> 0		
BCOT	60	Customer Service	1.0
BCOT	60 96	Customer Service Microsoft PowerPoint	1.0 1.5
BCOT	96	Microsoft PowerPoint	1.5
BCOT BCOT	96 97	Microsoft PowerPoint Microsoft Outlook	1.5 1.5
BCOT BCOT BCOT	96 97 114	Microsoft PowerPoint Microsoft Outlook Introduction to Microsoft Office	1.5 1.5 3.5
BCOT BCOT BCOT BCOT	96 97 114 161	Microsoft PowerPoint Microsoft Outlook Introduction to Microsoft Office Filing/Records Management	1.5 1.5 3.5 1.0
BCOT BCOT BCOT BCOT	96 97 114 161 162	Microsoft PowerPoint Microsoft Outlook Introduction to Microsoft Office Filing/Records Management Business Document Proofreading and Editing Skills Total Fall	1.5 1.5 3.5 1.0 3.0
BCOT BCOT BCOT BCOT BCOT	96 97 114 161 162	Microsoft PowerPoint Microsoft Outlook Introduction to Microsoft Office Filing/Records Management Business Document Proofreading and Editing Skills Total Fall	1.5 1.5 3.5 1.0 3.0
BCOT BCOT BCOT BCOT BCOT Second Sem	96 97 114 161 162 nester (Sprin	Microsoft PowerPoint Microsoft Outlook Introduction to Microsoft Office Filing/Records Management Business Document Proofreading and Editing Skills Total Fall ng)	1.5 1.5 3.5 1.0 3.0 11.5
BCOT BCOT BCOT BCOT BCOT BCOT BCOT	96 97 114 161 162 nester (Sprin 112	Microsoft PowerPoint Microsoft Outlook Introduction to Microsoft Office Filing/Records Management Business Document Proofreading and Editing Skills Total Fall Microsoft Word	1.5 1.5 3.5 1.0 3.0 11.5 3.5
BCOT BCOT BCOT BCOT BCOT Second Sem BCOT	96 97 114 161 162 nester (Sprin 112 146	Microsoft PowerPoint Microsoft Outlook Introduction to Microsoft Office Filing/Records Management Business Document Proofreading and Editing Skills Total Fall Microsoft Word Business English for the Digital Workplace	1.5 1.5 3.5 1.0 3.0 11.5 3.5 3.0
BCOT BCOT BCOT BCOT Second Sem BCOT BCOT BCOT	96 97 114 161 162 nester (Sprin 112 146 152	Microsoft PowerPoint Microsoft Outlook Introduction to Microsoft Office Filing/Records Management Business Document Proofreading and Editing Skills Total Fall Microsoft Word Business English for the Digital Workplace Employment Search in the Job Market	1.5 1.5 3.5 1.0 3.0 11.5 3.5 3.0 1.5
BCOT BCOT BCOT BCOT Second Sem BCOT BCOT BCOT or BCOT	96 97 114 161 162 nester (Sprin 112 146 152 247	Microsoft PowerPoint Microsoft Outlook Introduction to Microsoft Office Filing/Records Management Business Document Proofreading and Editing Skills Total Fall Microsoft Word Business English for the Digital Workplace Employment Search in the Job Market Managerial Business Communications	$ \begin{array}{c} 1.5\\ 1.5\\ 3.5\\ 1.0\\ 3.0\\ 11.5\\ 3.5\\ 3.0\\ 1.5\\ (3.0)\\ 3.0\\ \end{array} $
BCOT BCOT BCOT BCOT Second Sem BCOT BCOT BCOT or BCOT	96 97 114 161 162 nester (Sprin 112 146 152 247 248	 Microsoft PowerPoint Microsoft Outlook Introduction to Microsoft Office Filing/Records Management Business Document Proofreading and Editing Skills Total Fall Microsoft Word Business English for the Digital Workplace Employment Search in the Job Market Managerial Business Communications Professional Soft Skills for Workplace Success Total Spring	$ \begin{array}{c} 1.5\\ 1.5\\ 3.5\\ 1.0\\ 3.0\\ 11.5\\ 3.5\\ 3.0\\ 1.5\\ (3.0)\\ 3.0\\ \end{array} $
BCOT BCOT BCOT BCOT BCOT BCOT BCOT BCOT	96 97 114 161 162 nester (Sprin 112 146 152 247 248	 Microsoft PowerPoint Microsoft Outlook Introduction to Microsoft Office Filing/Records Management Business Document Proofreading and Editing Skills Total Fall Microsoft Word Business English for the Digital Workplace Employment Search in the Job Market Managerial Business Communications Professional Soft Skills for Workplace Success Total Spring	$ \begin{array}{c} 1.5\\ 1.5\\ 3.5\\ 1.0\\ 3.0\\ 11.5\\ 3.5\\ 3.0\\ 1.5\\ (3.0)\\ 3.0\\ \end{array} $
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• Typist/Typist Clerk

- General Office Clerk
- File Clerk
- General Office Assistant
- General Office Receptionist
- Front Desk, Clerical, or Office Support