

**BCOT DEPARTMENT CLASS OFFERINGS PER SEMESTER**

FALL SEMESTER	SPRING SEMESTER	SUMMER SEMESTER
<i>BCOT 60: Customer Service</i>	<i>BCOT 62: Keyboarding for the Digital Age</i>	<i>BCOT 112: Microsoft Word</i>
<i>BCOT 62: Keyboarding for the Digital Age</i>	<i>BCOT 96: Microsoft PowerPoint</i>	<i>BCOT 113: Microsoft Excel</i>
<i>BCOT 71: Medical Administrative Office Procedures</i>	<i>BCOT 97: Microsoft Outlook</i>	<i>BCOT 114: Microsoft Office</i>
<i>BCOT 96: Microsoft PowerPoint</i>	<i>BCOT 112: Microsoft Word</i>	<i>BCOT 131: College Keyboarding &amp; Document Processing</i>
<i>BCOT 97: Microsoft Outlook</i>	<i>BCOT 113: Microsoft Excel</i>	<i>BCOT 150: International Business Communications</i>
<i>BCOT 112: Microsoft Word</i>	<i>BCOT 114: Microsoft Office</i>	
<i>BCOT 113: Microsoft Excel</i>	<i>BCOT 118: Microsoft Access</i>	
<i>BCOT 114: Microsoft Office</i>	<i>BCOT 146: Business English for the Digital Workplace</i>	
<i>BCOT 118: Microsoft Access</i>	<i>BCOT 152: Employment Search in the Job Market</i>	
<i>BCOT 148: Effective Business Presentations</i>	<i>BCOT 155: Administrative Secretarial Procedures</i>	
<i>BCOT 161: Filing/Records Management</i>	<i>BCOT 247: Managerial Business Communications</i>	
<i>BCOT 162: Business Document Proofreading and Editing Skills</i>	<i>BCOT 248: Professional Soft Skills for Workplace Success</i>	
<i>BCOT 247: Managerial Business Communications</i>		