

Business Communications Office Technology Department Course Offering Schedule 2025-2030															
	2025-2026			2026-2027			2027-2028			2028-2029			2029-2030		
Courses	F 25	SP 26	SU 26	F 26	SP 27	SU 27	F 27	SP 28	SU 28	F 28	SP 29	SU 29	F 29	SP 30	SU 30
BCOT112: Microsoft Word	1			1			1			1			1		
BCOT113: Microsoft Excel	2			1			1			1			1		
BCOT114: Introduction to Microsoft Office	1			1			1			1			1		
BCOT118: Microsoft Access for Office Technology	1			1			1			1			1		
BCOT131: College Keyboarding & Document Processing		1			1			1			1			1	
BCOT146: Business English for the Digital Workplace		1			1			1			1			1	
BCOT148: Effective Business Presentations	1			1			1			1			1		
BCOT152: Employment Search in the Job Market		1			1			1			1			1	
BCOT155: Administrative Secretarial Procedures		1			1			1			1			1	
BCOT161: Filing/Records Management	1			1			1			1			1		
BCOT162: Business Document Proofreading and Editing Skills	1			1			1			1			1		
BCOT247: Managerial Business Communications	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
BCOT248: Professional Soft Skills for the Workplace	2	1			1			1			1			1	
BCOT60: Customer Service	1				1			1			1			1	
BCOT96: Microsoft PowerPoint	1			1			1			1			1		
BCOT97: Microsoft Outlook	1			1			1			1			1		