

Computer Business Office Technology (CBOT) Scheduling Plan by Semester & Term

Times will be adhered to as much as possible (check course schedule for exact course offerings and times)

DL = Distance Learning (online), F2F = Face to Face (in person)

*Core course for certificate or A.S. degree, **Selected unit course A.S. degree, ***Advisory course,

****Concurrent Enrollment course, TBD = To Be Determined (check with department for times offered)

Course Name	Fall	Winter	Spring	Summer
CBOT 100**** Keyboarding (1 unit)	DL (Semester, & 2 nd 8 weeks) F2F (Wed. 11-12)	DL	DL (1 st 8 weeks & 2 nd 8 weeks) F2F (Wed. 11-12)	DL
CBOT 131* Introduction to Word Processing (3 units)	DL F2F (MW 12:45 – 2:05)		DL F2F (MW 12:45 – 2:05)	DL
CBOT 132* Advanced Word Processing (3 units)	F2F (MW 9:30 – 10:50)		DL	
CBOT 302* Records Management (2 units)			DL (2 nd 8 weeks)	
CBOT 333* Business Desktop Publishing (Publisher) (3 units)	DL		DL	
CBOT 305* Legal Office Procedures* (3 units)	DL		DL	
CBOT 312** Keyboarding Speed Development** (1 unit)	DL	DL	DL	DL
CBOT 334* Admin. Operations & Office Procedures (3 units)	DL		DL	
CBOT/CBIS 337* Presentation Design/PowerPoint* (3 units)	DL		F2F (MW 9:30 – 10:50)	DL
CBOT 350**** (1 unit)	TBD		TBD	
CBOT 351**** (1 unit)	TBD		TBD	
CBOT 360* Intro to Word (1 unit)	TBD		TBD	
CBOT 361* Intro to PowerPoint (1 unit)	TBD		TBD	