



Business Office Technology Program

INFORMATION PACKET

FALL 2009

BOT Self-Paced

***E-Flex* or Online Courses**

Kathy Striebel, Lead Instructor

Christi Cordeiro, BOT 114

Mercedes Strong, BOT 115

Kathy Van Pelt, BOT 100

BOT 101

BOT 102

BUSINESS OFFICE TECHNOLOGY PROGRAM ORIENTATION INFORMATION

BOT Model Office 4803B, OC
(760) 757-2121, x6465
www.miracosta.edu/home/kstriebe1

WHAT DO I NEED TO KNOW?

- ✓ who is the instructor for my course and how do I contact her?
- ✓ where do I find the course materials?
- ✓ what is the program web address?
- ✓ where do I find the course information on Blackboard?
- ✓ what are the important dates to know for submitting assignments?
- ✓ what assignments need to be submitted for grading?
- ✓ how will my assignments be reviewed and graded?
- ✓ where do I send my assignments?
- ✓ how do I submit assignments through Blackboard?
- ✓ what do I need to do to be successful in this course?

After reading the information in this orientation packet, reading the course syllabus, and opening and reviewing the information in the Blackboard folder for your course, you should be able to answer all of the above questions. The instructors will send you a welcome email. Be sure to respond and let the instructor know that you received the email and you're ready to begin!

BUSINESS OFFICE TECHNOLOGY PROGRAM

BOT 100 - 117

FALL 2009 SELF-PACED *e-Flex* or ONLINE COURSES

COURSE #	COURSE NAME	UNITS
BOT 100 <i>Lab and Online</i>	Beginning Keyboarding	1
BOT 101 <i>Lab and Online</i>	Advanced Keyboarding	1
BOT 102 <i>Lab and Online</i>	10 Key	1
BOT 110 <i>Lab and Online</i>	Word Processing	3
BOT 113 <i>Lab and Online</i>	Basic Office Skills	1
BOT 114 <i>Lab and eFlex</i>	Legal Office Procedures	1.5
BOT 115 <i>Lab and eFlex</i>	Medical Transcription	1.5
BOT 116 <i>Lab and Online</i>	Office Systems and Procedures	3
BOT 117 <i>Lab and Online</i>	Management Office Skills	1

*BOT 109, 111, and 112 are currently being revised to update the curriculum to meet current job skills and requirements.

BOT 100 – 117

WEEKLY ASSIGNMENT GUIDE

FALL 2009

Week 1	August 24
Week 2 (9/5 last day to drop with no grade)	August 31
Week 3 (closed 9/7 Labor Day)	September 7
Week 4	September 14
Week 5 (late start sections begin)	September 21
Week 6	September 28
Week 7	October 5
Week 8 (Midpoint - 8 week classes end)	October 12
Week 9 (Late start 8 week classes begin)	October 19
Week 10	October 26
Week 11	November 2
Week 12 (closed 11/13 Veterans Day)	November 9
Week 13 (drop with a "W" by 11/20)	November 16
Week 14 (closed 11/26-29 Thanksgiving)	November 23
Week 15	November 30
Week 16 (last day to submit work 12/11)	December 7
Week 17 (final exams 12/12-18)	December 14





All assignments must be submitted and graded by Friday, December 11, 2009.
All final exams/projects must be completed by Friday, December 18, 2009.

BUSINESS OFFICE TECHNOLOGY PROGRAM INSTRUCTOR LAB HOURS

INSTRUCTOR	CAMPUS	DAY	TIME
Kathy Striebel Courses: BOT 110 Word Proc BOT 113 Basic Skills BOT 116 Office Sys BOT 117 Mgmt. Skills	OC	Wednesday	12 – 3 p.m.
		Thursday	9 a.m. – 12:30 p.m. 4:30 – 6 p.m.
Christi Cordeiro BOT 114 Legal	OC	Tuesday	5 – 7 p.m.
Mercedes Strong BOT 115 Medical	OC	Wednesday	9 a.m. – 12 noon
Kathy Van Pelt Courses: BOT 100 Beg BOT 101 Adv BOT 102 10 Key	OC	Thursday	12:30 – 4:30 p.m.
Lab Assistant:			
Natalia Roofener	OC	Monday	10 a.m. – 4:30 p.m.
		Tuesday	9:30 a.m. - 3 p.m.
		Wednesday	3 – 6 p.m.

OC = Oceanside 4803B BOT Model Office

**BUSINESS OFFICE TECHNOLOGY PROGRAM
FALL 2009
INSTRUCTOR CONTACT INFORMATION**

INSTRUCTOR	CONTACT
<p>Kathy Striebel</p> 	<p>kstriebel@miracosta.edu (760) 757-2121 x 6385 office (760) 757-2121 x 6465 Lab Office 4812, OC Campus Office Hours: Monday 12:45-1:45 p.m. SEC Wednesday 11-12 OC 4812</p>
<p>Christi Cordeiro</p> 	<p>ccordeiro@miracosta.edu (760) 757-2121 x 6465 Lab</p> <p>Office Hours: 4803B OC Online</p>
<p>Mercedes Strong</p> 	<p>mstrong@miracosta.edu (760) 757-2121 x 6465 Lab</p> <p>Office Hours – 4803B OC: Wednesday 12 – 12:30 p.m.</p>
<p>Kathy Van Pelt</p> 	<p>kvanpelt@miracosta.edu (760) 757-2121 x 6465 Lab</p> <p>Office Hours: 4803B OC Online</p>

BOT Model Office
4803B OC

**Fall 2009
HOURS**

Monday	10 a.m. – 4:30 p.m.
Tuesday	9:30 a.m. – 3 p.m. Closed 3 p.m. – 5 p.m. 5 – 7 p.m.
Wednesday	9 a.m. – 6 p.m.
Thursday	9 a.m. - 6 p.m.
Friday	CLOSED
Saturday	CLOSED

BUSINESS OFFICE TECHNOLOGY PROGRAM

CERTIFICATES

Certificates of Proficiency

[Data Entry](#)

[General Office](#)

[Medical Transcription](#)

[Office Assistant](#)

[Virtual Assistant](#)

Certificates of Achievement

[Secretary/Administrative Assistant](#)

[Office Manager](#)

AA Degrees

Secretary/Administrative Assistant

Office Manager

(click on the links above to see the course requirements for each certificate and degree)

**BUSINESS OFFICE TECHNOLOGY PROGRAM
COURSE BOOKS
FALL 2009**

COURSE	BOOK	AUTHOR	NEW	NOTES
BOT 100 Beginning BOT 100 Advanced BOT 100 10 Key	Keyboarding Mastery Skillbuilding Mastery 10 Key Mastery OR ONLINE BOOK Access code for all of the above courses	Ellsworth Publishing On screen edition of the book must have an access code. Access code may be purchased directly from Ellsworth. See syllabus for instructions on purchasing the access code.	39.05 \$25	Must have new access code. Beware of buying used books on the Internet – check to be sure there is a valid access code.
BOT 110 Word Processing	Formatting & Document Processing Essentials Word 2007 61-120 With CD	Van Huss	63.25 8.05	Must have access code to obtain materials from Blackboard.
BOT 113 Basic Office Skills	No book required.			
BOT 114 Legal Office Procedures	Legal Office Projects, 2 nd Edition With CD	Gilmore	49.50	
BOT 115 Medical Transcription	Introduction to Medical Transcription, 3 rd Edition With CD	Becklin	63.50	If buying a used book, check for 3 rd edition and CD with data files.
BOT 116 Office Systems and Procedures	The Administrative Professional: Technology and Procedures, 13 th Edition With CD	Fulton-Calkins	82.75	
BOT 117 Management Office Skills	Skills for the First Time Supervisor	Quick Skills Edition	24.55 New 18.50 Used	

Sales tax is added to all textbook purchases.