

# BUSINESS OFFICE TECHNOLOGY DEPARTMENT

## *Summer 2021 Course Offering*

### 6 Week Online Course: June 14-July 22

Course	Unit	Course Title
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BOT 114	1	Essential Word
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BOT 115	1	Essential Excel
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BOT 132	3	Google Applications for Business
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### 8 Week Online Course: June 14-August 5

Course	Unit	Course Title
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BOT 106	1	Effective Job Search
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BOT 107	2	Office Systems & Procedures
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*For more information:*

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*or visit our website at [www.grossmont.edu/bot](http://www.grossmont.edu/bot).*