

# BUSINESS OFFICE TECHNOLOGY (BOT)

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## **BOT 1101 Keyboarding and Document Production I (3 Credits)**

This course covers keyboard mastery using computers with word processing software, including the development of speed and accuracy, introduction to the preparation of business correspondence, letters, and reports and the development of proofreading skills. File management skills are also covered.

Previous: Legacy Equivalent(s): BOT\* 111

## **BOT 1307 Word Processing Applications (3 Credits)**

This hands-on PC-based introductory course is designed for students to develop practical word processing application skills necessary for personal productivity at home, on the job, or in the classroom. Topics will include document organization, settings and properties, text and paragraph formatting, inserting and formatting objects, working with tables and mail merge, research paper basics, document tracking and collaboration, desktop publishing, templates, using multiple documents, themes, document automation, web page creation and enhancement, and blogs.

Previous: Legacy Equivalent(s): BOT\* 137

## **BOT 1604 Office Accounting (3 Credits)**

This course will provide students with knowledge of the accounting cycle and procedures for professional offices. Students will also be prepared for personal financial management.

Previous: Legacy Equivalent(s): BOT\* 164

## **BOT 1800 Medical Terminology and Anatomy (3 Credits)**

This course presents a study of basic medical terminology and anatomy. Emphasis is placed on spelling, definition, usage, pronunciation, and correct context in a medical setting. Body systems, structure and functions relating to pathology, diagnostic and treatment procedures are covered. This course uses a third-party application to increase knowledge and understanding through pronunciation, learning lab drills, and other reinforcement techniques to assist in student success.

Previous: Legacy Equivalent(s): BOT\* 180, MED\* D125

## **BOT 1801 Medical Coding I (3 Credits)**

This course provides students with an overview of ICD-10-CM (International Classification of Diseases, Tenth Revision, Clinical Modification), Particular emphasis is placed on the theory, principles, and concepts, and application needed to code for diagnoses using the ICD-10-CM classification system. Chapter specific guidelines are applied, and students are provided with the opportunity to practice diagnosis coding using a variety of medical scenarios.

Prerequisites: BOT 1800 or HIMT 1000 or MDAS 1025

Previous: Legacy Equivalent(s): BOT\* 181, MED\* D112

## **BOT 1802 Medical Coding II (3 Credits)**

This course provides students with an overview of Current Procedure Terminology (CPT-4), and Healthcare Common Procedure Coding System (HCPCS). Students will review and assign codes for outpatient procedures and services. A study of coding guidelines and conventions will be applied to outpatient medical patient scenarios.

Prerequisites: BOT 1800 or HIMT 1000 or MDAS 1025

Previous: Legacy Equivalent(s): BOT\* 182, MED\* D217

## **BOT 2095 Cooperative Work Experience (3 Credits)**

This course provides students with the opportunity to apply classroom theory in an actual work setting, in paid and unpaid supervised positions, related to their majors. Completion of approximately 15-20 hours per week of work (150 hours for unpaid placements, depending on major; 300 hours for paid placements) and participation in Cooperative Education Online are required. In addition to the work placement, students are required to attend and complete classroom work (online) to enhance their cooperative education work experiences.

Prerequisites: Permission of Program Coordinator

Previous: Legacy Equivalent(s): BOT\* 296, MED\* D296

## **BOT 2109 Integrated Applications (3 Credits)**

Students will work independently to solve production problems of increasing complexity using Microsoft Office (Word, Excel, Access and PowerPoint).

Prerequisites: C or higher in BOT 1101

Previous: Legacy Equivalent(s): BOT\* 219

## **BOT 2195 Administrative Practicum (4 Credits)**

This course provides on-the-job experience in the offices of the College, area businesses, local lawyers or doctors offices or hospitals. Students are required to work a total of 125 hours during the semester. Hours will be arranged by mutual consent of the student and employer. In addition to the 125 hours, in-class sessions will be held which will involve online tutorials emphasizing soft-skills training. Additional meetings will be held during the semester for orientation and evaluation purposes. Note: Students must meet with instructor during the semester prior to taking this course and prepare a resume and cover letter. Instructor's permission required for registration.

Prerequisites: Permission of Program Coordinator

Previous: Legacy Equivalent(s): BOT\* 279

## **BOT 2200 Digital Workplace Technologies (3 Credits)**

This course will prepare today's office support professional to use personal information management software, such as Microsoft Outlook, and will provide students with the skills necessary to create and manage email, plan and schedule meetings, appointments, and events, and manage contacts and tasks. Students will also be exposed to other modern office communication tools such as presentation and voice recognition software and teleconferencing. Basic keyboarding ability recommended.

Prerequisites: Eligibility for ENG 0930

Previous: Legacy Equivalent(s): BOT\* 220

## **BOT 2702 Legal Administrative Procedures (3 Credits)**

This course teaches application of keyboarding skills for preparation of legal papers and presents the court system and the sources of laws, law office ethics, and non-court documents.

Prerequisites: BOT 1101 and BOT 2701 , or permission of instructor

Previous: Legacy Equivalent(s): BOT\* 272

## **BOT 2807 Foundations/Management of Medical Insurance (3 Credits)**

Students will develop the abilities and skills to define and explain the major types of health insurance policies, contracts, and guideposts. Comparisons of private insurances, HMOs, state and federal programs will be covered in addition to the appropriate insurance forms and application information. Emphasis will be placed on legal and ethical health care issues pertinent to this industry. Patient information and confidentiality will also be reviewed.

Prerequisites: BOT 1800 or HIMT 1000

Previous: Legacy Equivalent(s): BOT\* 287

**BOT 2808 Medical Practice Management Applications (3 Credits)**

This hands-on computer applications course prepares medical administrative professionals to efficiently use practice management software in managing the operational, patient and financial data in medical offices and hospital environments. Software skills covered will include: appointment scheduling, patient registration, procedure posting, electronic payment posting, patient billing and collections, report generation and file maintenance.

Prerequisites: BOT 1800

Previous: Legacy Equivalent(s): BOT\* 288, HIM\* D155

**BOT 2810 Electronic Health Records (3 Credits)**

This course provides a comprehensive understanding of the history, theory and functional benefits of Electronic Health Records (EHR). Through practical, hands-on learning activities, students will learn how to scan, import and convert health information into Additionally, this course emphasizes the need for strict adherence to patient confidentiality laws, authorized release of information, and data security. Skills acquired in this course are relevant and can be applied in today's medical office, clinic, or information services/medical records division(s) of a hospital. specialized EHR applications. Students will learn to review electronic health records for timeliness, completeness, accuracy, and appropriateness.

Prerequisites: BOT 2808 with C or Higher

Previous: Legacy Equivalent(s): BOT\* 291