BOT 112  Business Computations with Machines
Units:    5  Hours:  1.5 Laboratory
Transferable:  CSU
Self-paced course in the operation of the electronic printing calculator. This course provides theory and practice in business applications with emphasis on mathematical problem solving. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit. ADVISORY: Eligible for English 250 and English 260.

BOT 160  Records Management
Units:    3.0  Hours:  3.0 Lecture
Transferable:  CSU
Principles covering records management in business including alphabetic, numeric, geographic, and subject systems; an understanding of how records are created, classified, stored, retrieved, transferred, and disposed of; organizing and managing both manual and automated records systems are explained. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and English 260.

BOT 180  Medical Terminology for the Office
Units:    3.0  Hours:  3.0 Lecture
Transferable:  CSU
This course introduces fundamentals of medical word building used in the health profession (prefixes, word roots, suffixes and abbreviations) as well as review of body systems, with emphasis on analysis, definition, spelling and pronunciation. This course had the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and English 260.

BOT 181  Medical Billing - MediSoft
Units:    2.0  Hours:  1.0 Lecture and  3.0 Laboratory
Transferable:  CSU
This course in computerized billing procedures for a medical office uses MediSoft software. Students will learn the patient billing features of this software and complete a capstone simulation giving them hands-on realistic medical front office practice. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit. ADVISORY: Eligible for English 250. Some computer experience.

BOT 182  Medical Office Procedures
Units:    3.0  Hours:  2.0 Lecture and  3.0 Laboratory
Transferable:  CSU
This specialized course includes medical office procedures, patient record management, coding/billing for private/government health insurance programs, and professional ethics. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. PREREQUISITE: BOT 180 and CSIS 126 with credit or a grade of C or better or experience using Microsoft Word. ADVISORY: Eligible for English 250 and Mathematics 402.

BOT 183  Medical Coding
Units:    2.0  Hours:  1.0 Lecture and  3.0 Laboratory
Transferable:  CSU
This course will introduce the student to the theory and procedure of coding for medical diagnoses, an increasingly essential and specialized healthcare communication system. The course is not a certification course. CPT coding is covered, with an overview of ICD-9 coding. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit. ADVISORY: BOT 180.