Business Office Technology (BOT)

Courses

BOT 101   Keyboarding (1 Hour)
This course is for students who do not know how to correctly keyboard by touch. This course is also for students who need to improve their keyboarding speed to at least 25 words per minute. 1 hr./wk.

BOT 103   Business English and Proofreading (3 Hours)
This course will focus on reviewing and applying business English rules by composing grammatically correct sentences and proofreading and correcting grammar errors in printed and electronic documents. 3 hrs. lecture/wk.

BOT 105   Business Document Preparation and Management* (3 Hours)
Prerequisites : BOT 101 or waiver exam.
This course will prepare students to effectively and efficiently create, format and proofread business documents, such as letters, memos, emails, tables, reports, PDFs, envelopes, labels and other administrative documents, utilizing word processing skills. File management and operating system functions are included. Students will also practice proper keyboarding technique to build speed and accuracy.

BOT 130   Business Office Procedures (3 Hours)
This course will prepare the student to apply business office procedures relevant to today's digital office. Emphasis will be on essential hard skills including operating office equipment, handling telephone systems, managing calendars, scheduling appointments, organizing meetings, arranging travel, processing mail, handling banking activities and managing records. In addition, the student will learn about the administrative professional career field. 3 hrs.lecture/wk.

BOT 141   Electronic Health Records Applications (3 Hours)
This course will prepare the student to effectively use an electronic health record and practice management program used in medical practices. Emphasis will be placed on handling patient records and transactions including insurance and claim processing. Students will manage related administrative tasks such as scheduling appointments, posting payments, and creating statements and reports. 3 hrs. lecture/wk.

BOT 150   Records Management* (3 Hours)
Prerequisites : BOT 106 or CPCA 114 or CPCA 128 or department approval.
This course will prepare the student to store, retrieve, protect, transfer, and retain or destroy physical and electronic records. This course provides information about the records management industry, legislation, filing procedures, storage methods, needed supplies and career opportunities.

BOT 160   Legal Document Preparation and Terminology* (3 Hours)
Prerequisites : BOT 105 and CPCA 128.
Prerequisites or corequisites: CPCA 228.
This course will prepare the student to demonstrate the preparation of legal documents and the use of legal terminology in the proper context. The course will emphasize using legal reference resources and transcribing legal documents from dictation using proper formatting rules.

BOT 170   Introduction to Medical Coding and Billing* (3 Hours)
Prerequisites : HC 130.
This course is designed to give the student an overview of the medical insurance billing process. This includes becoming acquainted with ICD-9, ICD-10, HCPCS and CPT procedural coding systems as well as payers. Students will be given hands-on coding advice for optimal insurance reimbursement.

BOT 205   Workplace Professionalism (1 Hour)
In this course students will develop and identify behaviors, values and methods that promote professionalism in the workplace.

BOT 260   Desktop Publishing for the Office* (3 Hours)
Prerequisites : CPCA 128.
This course will prepare students to use a desktop publishing program to design, format, edit and print business office publications such as letterheads, business cards, newsletters, brochures, emails, business forms, manuals and other promotional materials using basic and advanced desktop publishing features.

BOT 265   Business Office Simulation* (3 Hours)
Prerequisites : Department approval.
This capstone course is for students who will demonstrate advanced business office and technology skills, knowledge and abilities for working in a simulated office environment with their peers. Students will work in various office positions as a member of the team to manage projects, solve problems and make decisions.

BOT 275   Office Internship* (1 Hour)
Prerequisites or corequisites: BOT 265.
This course provides the student an opportunity to apply his/her knowledge, skills and abilities acquired in the AAS Administrative Assistant program to an appropriate work environment. The internship will require a minimum of 120 hours of workplace training.