

# Business Office Technology (BOT)

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## 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 105 Business Document Preparation\* (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. 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 managing communication 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.

### **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. Near the end of the course, students will sit for the Certified Electronic Health Records Specialist (CEHRS) exam. The exam fee is included in the cost of the textbook for this class.

### **BOT 150 Records Management\* (3 Hours)**

**Prerequisites :** (CPCA 114 or CSS 114) or (CPCA 228 or CSS 228).

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 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, HCPCS and CPT procedural coding systems as well as payers. Students will be given hands-on coding advice for optimal insurance reimbursement.

### **BOT 260 Desktop Publishing for the Office: Publisher\* (3 Hours)**

**Prerequisites :** CSS 128 or CPCA 128 or (CSS 108 or CPCA 108 and CSS 110 or CPCA 110).

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 :** BOT 105 and BOT 130 and BOT 150.

**Prerequisites or corequisites:** (BUS 141 or BUS 241) and BUS 225 and BUS 243 and ENGL 123.

This capstone course is for degree-seeking 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. Near the end of the course, students will sit for the Certified Administrative Professional (in progress) [CAP (ip)] exam. The exam fee is included in the cost of the textbook for this class.

### **BOT 275 Office Internship\* (1 Hour)**

**Prerequisites or corequisites:** BOT 265.

This course provides the student an opportunity to apply knowledge, skills and abilities acquired during the program to an appropriate work environment. The internship will require a minimum of 120 hours of workplace training.