



# Mendocino College

COURSE LEVEL STUDENT LEARNING OUTCOMES

Term Effective: 

Spring	2008
Semester	Year

Title: 

Medical Billing/Office Procedures
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*(limit to 50 characters including spaces)*

Course Number: 

BOT 57
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Initiator: 

Terri Robertson
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Date Submitted: 

11/13/2007
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Units Min: 

3.00
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*If this is a variable unit course, then the relationship between units and any difference in expected SLO's should be explained.*  
Units Max: 

3.00
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Lecture Hours: 

3.00 to 3.00
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Lab Hours: 

0.00 to 0.00
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Activity Hours: 

0.00 to 0.00
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**Student Learning Outcomes:** *(Enter the SLO's in an outline format. Use the Ctrl + Tab keys to indent for subtopics.)*

1. Demonstrate knowledge of basic duties required in a medical office.
  2. Apply this knowledge in a series of simulations which call for the use of good judgment, initiative, and organizational skills.
- These outcomes will be assessed by classroom discussions and completion of billing cycle software.

**SIGNATURES / APPROVALS:**

Instructor(s) \_\_\_\_\_  
Signature Date

Instructor(s) \_\_\_\_\_  
Signature Date