



MENDOCINO COLLEGE STUDENT LEARNING OUTCOMES: COURSE-LEVEL

BUSINESS OFFICE TECHNOLOGY

BOT 50	Medical Terminology
BOT 51	Medical Transcription I
BOT 52	Medical Transcription II
BOT 53	Medical Coding-CPT-4
BOT 54	Medical Coding-ICD-9-CM
BOT 55	Machine Transcription
BOT 57	Medical Billing/Office Procedures
BOT 58	Advanced Medical Coding
BOT 61	Customer Service
BOT 65	InDesign for Desktop Publishing
BOT 70	Business English
BOT 75	PowerPoint for Presentations
BOT 90.1	Legal Office Procedures
BOT 90.2	History of Law
BOT 90.3	Landlord/Tenants Rights and Responsibilities
BOT 90.4	Basic Wills and Trusts
BOT 91.1	Constitutional Rights and Responsibilities
BOT 91.2	Juvenile Rights and Responsibilities
BOT 91.3	California Civil Complaints
BOT 91.4	California Civil Discovery
BOT 101.3	Intermediate Typing/Keyboarding
BOT 110	Business Calculators
BOT 111	Business Calculator Simulations
BOT 120	Microsoft Word, Beginning
BOT 121	Microsoft Word, Advanced
BOT 140	Office Procedures
BOT 144	Records and Database Management
BOT 156	Medical Coding Internship Seminar
BOT 170	Written Communication for Business
BOT 196	BOT-Occupational Work Experience Education
BOT 197b	Medical Coding Internship
BOT 199	Independent Study