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