

BOT 112 Business Computations with Machines

Units: .5 Hours: 1.5 Laboratory

Self-paced course in the operation of the electronic printing calculator. This course provides theory and practice in business applications with emphasis on mathematical problem solving. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for Mathematics 402.

BOT 180 Medical Terminology for the Office

Units: 3.0 Hours: 3.0 Lecture

This course introduces fundamentals of medical word building used in the health profession (prefixes, word roots, suffixes).