

BUSINESS TECHNOLOGY (BTEC)

BTEC 115 BEGINNING KEYBOARDING	3 Credit Hours
Using Microsoft Word, students are taught keyboard touch control and techniques. Simple letters, memos, manuscripts, tables and other personal and business communications are covered. (3 lecture)	
BTEC 116 INTERMEDIATE KEYBOARDING	3 Credit Hours
This course focuses on the development of speed and accuracy in keyboarding. Students are exposed to more advanced business letters and documents. (3 lecture)	
Prerequisite(s): CS 101	
BTEC 204 ADVANCED EXCEL	3 Credit Hours
Overview of the various strategies for solving numeric and mathematical problems using the applications of Microsoft Office Advanced Excel features that are required in the business world. Students gain hands-on experience conducting all major components of spreadsheet applications. (3 lecture)	
Prerequisite(s): CS 101	
BTEC 206 ADVANCED ACCESS	3 Credit Hours
Overview of the various strategies for queries, reports and forms, using the applications of Microsoft Office Advanced Access features that are required in the business world. Students gain hands-on experience conducting all major components of database applications. (3 lecture)	
Prerequisite(s): CS 101	
BTEC 235 MICROSOFT WORD/WINDOWS	3 Credit Hours
This course provides students an opportunity to learn word processing for employment purposes or home use. Computer technology applications include creating, editing, manipulating, and printing text to produce professional documents. Advanced applications include the integration of spreadsheets, graphs, charts, and other specialized functions. (3 lecture)	
BTEC 254 MEDICAL TRANSCRIPTION	3 Credit Hours
This course is designed to prepare students in developing medical transcription skills through a building block format. Students will be exposed to medical reports that are fundamental to ambulatory care, related medical terminology, formatting styles, and specialized rules of grammar and punctuation characteristic to dictated medical reports. Students will apply these principles as they transcribe medical reports relating to outpatient health care. (3 lecture)	
Prerequisite(s): BTEC 253	
BTEC 255 MEDICAL BILLING	3 Credit Hours
This microcomputer software course provides an introduction and working knowledge of medical billing procedures used in the medical field and in medical insurance operations. (3 lecture)	
Prerequisite(s): CS 101	
BTEC 256 MEDICAL CODING	3 Credit Hours
This course provides an introduction and working knowledge of medical coding procedures used in the medical field and in medical insurance operations. (3 lecture)	
Prerequisite(s): CS 101	
BTEC 265 MULTIMEDIA PRESENTATIONS	3 Credit Hours
This course is designed to provide the student with the use of multimedia information and communication capabilities available via the Internet. Will learn how to locate, access and retrieve a variety of media including text, audio and video. (3 lecture)	
Prerequisite(s): CS 101	
BTEC 270 INTRO TO WEB PAGE DESIGN	3 Credit Hours
Introduces students to the fundamentals of web development with an emphasis on good design practices and effective troubleshooting techniques. Web design software tools are used to create and manage dynamic web sites. Topics include formatting text with CSS, working with images, hyperlinks, tables, forms, creating web page layouts, and publishing a web site and social networking tools. (3 lecture)	
Prerequisite(s): CS 101 or CS 105	
BTEC 275 ADVANCED BUSINESS APPLICATIONS	3 Credit Hours
An advanced integration of Microsoft 2013 using Excel, Access, Word and PowerPoint, the Internet and social networking with an emphasis on advanced business applications. (3 lecture)	
BTEC 293 COOPERATIVE WORK EXPERIENCE	1-8 Credit Hours
(1-8 lecture)	
BTEC 295 PROF DEVELOPMENT SEMINAR	3 Credit Hours
Provides students with an opportunity to explore business procedures and practices used in the 21st century workplace. Topics include international business practices, technology, electronic customer service, conflict resolution, Internet research, personnel training and professional growth and various business communication competencies with an emphasis on using Microsoft Office. (3 lecture)	
Pre/Corequisite(s): BTEC 275	
BTEC 297 SPECIAL TOPICS	1-3 Credit Hours
This course is reserved for new and/or experimental Business Technology courses to be offered within the Division. Variable credit. (1-3 lecture)	

BTEC 299 INDEPENDENT STUDY

1-6 Credit Hours

Projects concerning business technology studied under the direction of a faculty member. (Prerequisite: Consent of Chair.) Variable credit (1-6 lecture)

BTEC 393 COOPERATIVE WORK EXPERIENCE

1-12 Credit Hours

(1-12 lecture)