# Business Technology (BTEC)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>S,F,W,Sp</th>
<th>Credits</th>
<th>Description</th>
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<tbody>
<tr>
<td>BTEC 100</td>
<td></td>
<td>1-3</td>
<td>COMPUTER KEYBOARDING RE Introduces keyboarding using the computer and individualized instruction media. Provides instruction and practice on the alphabet, number, and symbol keys, and the 10-key numeric keypad. Graded on a pass/fail basis. Prerequisite: None</td>
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<tr>
<td>BTEC 104</td>
<td>F,Sp</td>
<td>5</td>
<td>INTRODUCTION TO BUSINESS TECHNOLOGY RE Introduces current business software and technology. Basic computer concepts and navigating within the Windows environment are discussed. Electronic communication, information retrieval, word processing, spreadsheet analysis, graphic presentation, and database management are practiced. Prerequisite: BUS 100 (may take concurrently)</td>
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<tr>
<td>BTEC 105</td>
<td>S,F,W,Sp</td>
<td>1-4</td>
<td>KEYBOARDING SPEED AND ACCURACY BUILDING RE Provides an individualized skill-building program for students who need or want to increase their keyboarding accuracy. Graded on a pass/fail basis. Prerequisite: Passing grade in BTEC 100 or instructor permission.</td>
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<tr>
<td>BTEC 109</td>
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<td>1</td>
<td>MICROSOFT OFFICE UPGRADE RE Introduces new concepts of the MS Office Suite. Students will learn through hands-on application in word processing, spreadsheet design, graphic presentation, and database management. Prerequisite: Experience in previous version of MS Office.</td>
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<tr>
<td>BTEC 111</td>
<td>F,W</td>
<td>5</td>
<td>WORD PROCESSING I RE Utilizes Microsoft Word features to format, edit, maintain, merge, and reference business documents. Includes creating tables and using SmartArt graphics. Prerequisites: BTEC 104 with a grade of C or better or instructor permission, and a minimum keyboarding speed of 35 wpm or concurrent enrollment in BTEC 105.</td>
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<tr>
<td>BTEC 112</td>
<td>Sp</td>
<td>5</td>
<td>WORD PROCESSING II RE Presents advanced word processing features using Microsoft Word. Examines creating letters, reports, research papers, brochures, newsletters, and other documents. Introduces customizing, proofing, automation, specialized navigation and referencing, working with shared documents, and document protection and security. Prerequisites: BTEC 111 with a grade of C or better or instructor permission, and a minimum keyboarding speed of 45 wpm or concurrent enrollment in BTEC 105.</td>
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<tr>
<td>BTEC 130</td>
<td>S,F,W,Sp</td>
<td>1-2</td>
<td>ELECTRONIC CALCULATORS RE Develops speed and accuracy by touch on the ten-key electronic calculator and the computer numeric keypad. Includes using special features of a calculator and applying learned skills to business problems. Prerequisite: None.</td>
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<tr>
<td>BTEC 131</td>
<td>S,F,W,Sp</td>
<td>5</td>
<td>INTRODUCTION TO SPREADSHEETS RE Introduces the use of spreadsheet programs in business applications. Provides practical experience in using a spreadsheet to solve common business problems. (Formerly CS 121) Prerequisites: BTEC 104 or CS 110, and MATH 089 or TECH 089 or BUS 104 or MATH 097, with a C or higher, or instructor permission.</td>
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<tr>
<td>BTEC 132</td>
<td>Sp</td>
<td>5</td>
<td>ADVANCED SPREADSHEET APPLICATIONS RE Introduces advanced spreadsheet topics. Explores complex features such as macros, data management, and advanced formulas and functions to solve business problems. Demonstrates spreadsheets as business analytics and statistical analysis tools. (Formerly CS 122) Prerequisite: BTEC 131 (was CS 121) with a grade of C or higher or instructor permission.</td>
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<tr>
<td>BTEC 133</td>
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<td>1</td>
<td>ONENOTE FUNDAMENTALS RE Introduces the electronic note-taking and information management application, Microsoft OneNote. Topics include using this application to gather, format, organize, and share information. Prerequisite: None</td>
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<tr>
<td>BTEC 141</td>
<td>F,W,Sp</td>
<td>5</td>
<td>INTRODUCTORY DATABASE APPLICATIONS RE Offers an introduction to the study and use of computerized database management systems. This course provides basic database theory and application in a disciplined approach to problem solving in a business environment. (Formerly CS 130) Prerequisite: BTEC 131 (was CS 121) with a grade of C or higher or instructor permission.</td>
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<tr>
<td>BTEC 144</td>
<td>S,F,W,Sp</td>
<td>1</td>
<td>ONENOTE FUNDAMENTALS RE Introduces the electronic note-taking and information management application, Microsoft OneNote. Topics include using this application to gather, format, organize, and share information. Prerequisite: None</td>
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<td>BTEC 145</td>
<td>S,F,W,Sp</td>
<td>1-5</td>
<td>INTRODUCTION TO MS WORD RE Introduces students to Microsoft Word features that may be used in both personal and business environments. Topics include basic and intermediate-level document formatting. This class is offered in a lab environment. Prerequisite: BTEC 100 or instructor permission.</td>
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BTEC 146  S,F,W,Sp  1-2 credits  
**POWERPOINT FUNDAMENTALS**  
Introduces presentation graphics, using Microsoft PowerPoint to create electronic slide shows. Students create and edit slide shows, apply templates, format slides, enter text, print presentations, create charts, and employ other graphical functions and features. Includes a basic coverage of design for presentation best practices.  
Prerequisite: None

BTEC 147  S,F,W,Sp  1-3 credits  
**INTRODUCTION TO DESKTOP PUBLISHING**  
Provides hands-on instruction using Microsoft Publisher. Emphasizes formatting and enhancing text, developing styles, using columns and tables with special effects, and working with art to create professional looking publications.  
Prerequisites: CS 110 or BTEC 104 with a grade of C or better or instructor permission.

BTEC 148  S,F,W,Sp  2 credits  
**INTRODUCTION TO OUTLOOK**  
Offers an introduction to using Microsoft Outlook communication and scheduling as a business tool. This course is designed to prepare students with a full understanding of features available in Microsoft Outlook. Topics include email, contacts, schedule management, and instant messaging.  
Prerequisite: None

BTEC 149  S,F,W,Sp  1 credit  
**INTERNET FUNDAMENTALS**  
Offers an introduction to the Internet, the organizations that manage the Internet, and capabilities of the Internet in today’s world. A Web browser is used to access the World Wide Web, to search for information, and to perform other basic Internet functions. (Formerly known as CS 108)  
Prerequisite: None

BTEC 150  S,F,W,Sp  1-3 credits  
**INTRODUCTION TO GOOGLE APPLICATIONS**  
Introduces students to Google Application features that may be used in both personal and business environments. Topics include web-based communication, collaboration, media, and locational tools. This is an elective course and may be suitable for other majors.  
Prerequisites: None

BTEC 155  S,F,W,Sp  3 credits  
**WEBSITE MANAGEMENT**  
Covers the processes involved in identifying client needs, target audience, and content management for website deployment. Students will explore domain name management, ISP relationships, media management, user group management, and integration of evolving technology.  
Prerequisites: BTEC 104 or CS 110 or BTEC 149 or Instructor Permission

BTEC 156  S,F,W,Sp  2 credits  
**INTRO TO MS VISIO**  
Introduces the use of professional and technical flowchart diagramming software for business applications.  
Prerequisites: CS 110 or BTEC 104 with a C or better, or instructor permission.

BTEC 157  S,F,W,Sp  2 credits  
**INTRO TO MS PROJECT**  
Introduces the use of project management software to manage timelines, resources, tasks and budgets. Provides practical experience in using the software to measure progress and anticipate resource needs for business decisions.  
Prerequisites: CS 110 or BTEC 104 with a C or better, or Instructor Permission

BTEC 161  F  5 credits  
**INTRO TO ICD-10 CODING IN MEDICAL OFFICE PART I**  
Covers the rules and guidelines utilized in the assignment of ICD-10 codes. Students will select and assign the appropriate codes to diagnoses and procedures performed in both inpatient and outpatient settings, and learn to extract diagnoses from a patient’s record.  
Prerequisite: BTEC 181 and MEDA 120, both with a grade of C or higher or Instructor Permission

BTEC 162  W  5 credits  
**INTRO TO ICD-10 CODING IN MEDICAL OFFICE PART II**  
Continues to develop and reinforce the rules and guidelines utilized in the assignment of ICD-10 codes. Students will select and assign the appropriate codes to diagnoses and procedures performed in both inpatient and outpatient settings.  
Prerequisite: BTEC 161 with a grade of C or better or instructor permission.

BTEC 163  Sp  5 credits  
**CPT CODING**  
Introduces the rules and guidelines of Current Procedural Terminology (CPT) coding, which are utilized in the reimbursement of outpatient procedures and surgeries. Students learn to use the CPT coding book. Course also introduces the evaluation and management processes used for physician reimbursement and the government regulations regarding CPT coding.  
Prerequisites: BTEC 162 with grade C or better or instructor permission.

BTEC 164  S,F,W,Sp  1-2 credits  
**LEGAL ASPECTS OF THE MEDICAL OFFICE**  
Presents the legal, ethical, and bioethical issues relevant to medical office settings. Course features legal cases and legislation. Topics include patient confidentiality, advance directives, consents, professional liability, medical malpractice, release of information, and the professional code of ethics.  
Prerequisite: None
BTEC 165  W,Sp  5 credits  
CULTURAL AWARENESS FOR CARE PROFESSIONALS: DIV 
RE, D  
Explores the cultural disparities in healthcare. Examines cultural and linguistic differences which limit the access to healthcare or prevent the adoption of health promoting or harm-reducing behaviors. Presents effective cross-cultural communication through the use of relevant languages, respectful attitudes, and cultural knowledge. Provides strategies to apply cultural awareness skills in all aspects of work with clients, families, community members, and colleagues. 
Prerequisites: None

BTEC 171  F  3 credits  
MEDICAL RECEPTION PROCEDURES RE  
Provides a foundation of basic knowledge and skills for employment in a physician's office or clinic. Topics include reception techniques, medical records and related laws, appointment scheduling, telephone use, procedures, and office maintenance. This may be taken as a stand-alone course for students in the Medical Reception certificate program. It also serves as the first in a three-part series required for students in the Medical Administrative Support, COP in Medical Billing & Coding, AAS/COP in Medical Assisting. 
Prerequisites: ENGL 099 (was ENGL 100) or higher.

BTEC 172  W  3 credits  
MEDICAL OFFICE PROCEDURES RE  
Provides instruction and practice for advanced administrative support skills in the medical office. Topics include: payroll, banking, fee schedules, credit and collections, patient and insurance billing,bookkeeping, and coding. This course is the second in a three-part series for the Associate of Applied Science degree in Administrative Support or Medical Assisting. It is also required for the certificate of proficiency in Medical Assisting. 
Prerequisites: ENGL 099 (was ENGL 100) or TECH 105 or instructor permission, MATH 079 or TECH 079 or instructor permission, and BTEC 171, each with a grade of C or better.

BTEC 173  Sp  3 credits  
COMPUTERS IN THE MEDICAL OFFICE RE  
Introduces computer software programs and electronic health records used in healthcare practice management. Prepares students to complete administrative tasks in healthcare, including bookkeeping, billing, claims submission, appointment scheduling. Present various functions completed in electronic health records. This course is the third in a three-part series required for the Associate of Applied Science degree in Medical Assisting or Administrative Support. It is also a requirement for the Medical Assisting certificate of proficiency. 
Prerequisites: BTEC 172 with grade C or better.

BTEC 181  S,F,W,Sp  3 credits  
MEDICAL TERMINOLOGY I RE  
Provides a foundation for building a medical vocabulary including the study of prefixes, roots, suffixes, combining forms, and pronunciation. Emphasis is on using medical terms accurately in documenting and reporting patient care procedures. 
Prerequisite: None

BTEC 182  S,F,W,Sp  3 credits  
MEDICAL TERMINOLOGY II RE  
Continues the focus of BTEC 181 incorporating actual medical records and demonstrating how medical terminology is used in the clinical setting. 
Prerequisite: BTEC 181 or MEDA 101 each with a grade of C or better.

BTEC 260  Sp  5 credits  
OFFICE PROCEDURES RE  
Provides and enhances essential skills for administrative professionals including time management, basic finance, critical thinking, office technology, web tools, communication, teamwork and cultural diversity awareness to prepare for the workplace. 
Prerequisites: ENGL& 101 or BUS 119, BUS 104 and BTEC 104 with a grade of C or better, or instructor permission.

BTEC 294  F,W,Sp  2 credits  
CAREER SUCCESS RE  
Provides preparation for pursuing a career in business technology, with a focus on self-assessment, job search, application process documents, and interviewing techniques. This course is intended for Business Technology students in their second year. Students should enroll in this course during one of the last two quarters of their program. 
Prerequisite: Program advisor permission.