Business Technology (BTEC)

BTEC 010  1-5 credits
KEYBOARDING WITH SPEED AND ACCURACY
Introduces keyboarding using the computer and individualized instruction media. Provides instruction and practice on the alphabet, number, symbol, and 10-key numeric keypad. Provides an individualized skill-building program for students who need or want to increase their keyboarding accuracy. Copy paragraph material at a speed of not less than 20 words per minute for one minute with 2 or fewer errors.
Prerequisites: None

BTEC 020  3 credits
SPECIALIZED APPLICATIONS FOR BUSINESS
Introduces the most current business software applications to perform various business functions. Skills learned include managing and sharing multiple forms of information, creating and understanding technical flowchart diagramming, managing timelines, resources, tasks and budgets to measure and increase productivity. Understand how to utilize specialized applications to make more informed and accurate business decisions.
Prerequisites: CS 110 or BTEC 104 with a C or better, or Instructor Permission

BTEC 045  1-5 credits
INTRODUCTION TO MS WORD
Introduces students to Microsoft Word features that may be used in both personal and business environments. Topics include basic and intermediate-level document formatting.
Prerequisites: None

BTEC 046  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.
Prerequisites: None

BTEC 047  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: None

BTEC 050  1-3 credits
INTRODUCTION TO GOOGLE APPLICATIONS
Introduces Google Application features that may be used in both personal and business environments. Topics include web-based communication, collaboration, media, and locational tools.
Prerequisites: None

BTEC 055  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: None

BTEC 104  F,Sp
5 credits
INTRODUCTION TO BUSINESS TECHNOLOGY
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)

BTEC 110  S,F,W,Sp
1-5 credits
KEYBOARDING WITH SPEED AND ACCURACY
Introduces keyboarding using the computer and individualized instruction media. Provides instruction and practice on the alphabet, number, symbol, and 10-key numeric keypad. Provides an individualized skill-building program for students who need or want to increase their keyboarding accuracy. Copy paragraph material at a speed of not less than 30 words per minute for one minute with 2 or fewer errors.
Prerequisites: None

BTEC 111  F,W
5 credits
WORD PROCESSING I
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.

BTEC 112  Sp
5 credits
WORD PROCESSING II
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.
BTEC 120 S,F,W,Sp 3 credits
SPECIALIZED APPLICATIONS FOR BUSINESS RE
Introduces the most current business software applications to perform various business functions. Skills learned include managing and sharing multiple forms of information, creating and understanding technical flowchart diagramming, managing timelines, resources, tasks and budgets to measure and increase productivity. Understand how to utilize specialized applications to make more informed and accurate business decisions. Students will complete a capstone project utilizing all three applications.
Prerequisites: CS 110 or BTEC 104 with a C or better, or Instructor Permission

BTEC 130 S,F,W,Sp 1-2 credits
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.

BTEC 131 S,F,W,Sp 5 credits
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.

BTEC 135 S,F,W,Sp 5 credits
ADVANCED DATA ANALYSIS RE
Offers an introduction to the study and use of computerized database management systems and advanced spreadsheet topics. This course provides basic database theory and application in a disciplined approach to problem solving in a business environment. Explores complex spreadsheet features such as macros, data management, and advanced formulas and functions to solve business problems. Demonstrates spreadsheets as business analytics and statistical analysis tools. Explores the integration features of both applications to find advanced data analysis solutions for informed business decisions.
Prerequisites: BTEC 131 (was CS 121) with a grade of C or better, or instructor permission.

BTEC 145 S,F,W,Sp 1-5 credits
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. Students will have an opportunity to complete the MOS Word Core Certification to earn a credential for MS Word Proficiency.
Prerequisites: None

BTEC 146 S,F,W,Sp 1-2 credits
POWERPOINT FUNDAMENTALS RE
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. Students will have the opportunity to complete the Microsoft Office Applications Exam for PowerPoint.
Prerequisites: None

BTEC 147 S,F,W,Sp 1-3 credits
INTRODUCTION TO DESKTOP PUBLISHING RE
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. Students will complete a final comprehensive presentation project.
Prerequisites: None

BTEC 148 S,W 2 credits
INTRODUCTION TO OUTLOOK RE
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 150 S,F,W,Sp 1-3 credits
INTRODUCTION TO GOOGLE APPLICATIONS RE
Introduces Google Application features that may be used in both personal and business environments. Topics include web-based communication, collaboration, media, and locational tools. Students will use web-based tools to create and manage a Google Site.
Prerequisites: None

BTEC 155 S,F,W,Sp 3 credits
WEBSITE MANAGEMENT RE
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. Students will learn to use an advanced data analytics tool to evaluate website traffic.
Prerequisites: None
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Type</th>
<th>Prerequisites</th>
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</thead>
<tbody>
<tr>
<td>BTEC 161</td>
<td>INTRO TO ICD-10 CODING IN MEDICAL OFFICE-PART I</td>
<td>5</td>
<td>RE</td>
<td>None</td>
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<td>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</td>
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<tr>
<td>BTEC 162</td>
<td>INTRO TO ICD-10 CODING IN MEDICAL OFFICE-PART II</td>
<td>5</td>
<td>RE</td>
<td>None</td>
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<td>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.</td>
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<tr>
<td>BTEC 163</td>
<td>CPT CODING</td>
<td>5</td>
<td>RE</td>
<td>None</td>
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<td>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.</td>
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<tr>
<td>BTEC 164</td>
<td>LEGAL ASPECTS OF THE MEDICAL OFFICE</td>
<td>1-2</td>
<td>RE</td>
<td>None</td>
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<td>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</td>
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<td>BTEC 165</td>
<td>CULTURAL AWARENESS FOR CARE PROFESSIONALS:DIV</td>
<td>5</td>
<td>RE,D</td>
<td>None</td>
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<td>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</td>
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<tr>
<td>BTEC 171</td>
<td>MEDICAL RECESSION PROCEDURES</td>
<td>3</td>
<td>RE</td>
<td>None</td>
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<td>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 AAS in Medical Administrative Support, COP in Medical Billing &amp; Coding, AAS/COP in Medical Assisting. Prerequisites: ENGL 099 (was ENGL 100) or higher.</td>
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<td>BTEC 172</td>
<td>MEDICAL OFFICE PROCEDURES</td>
<td>3</td>
<td>RE</td>
<td>None</td>
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<td>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.</td>
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<td>BTEC 173</td>
<td>COMPUTERS IN THE MEDICAL OFFICE</td>
<td>3</td>
<td>RE</td>
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<td>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. Presents 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.</td>
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<td>BTEC 181</td>
<td>MEDICAL TERMINOLOGY I</td>
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<td>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</td>
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<tr>
<td>BTEC 182</td>
<td>MEDICAL TERMINOLOGY II</td>
<td>3</td>
<td>RE</td>
<td>None</td>
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<td>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.</td>
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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.