

# Business Technology (BTEC)

## **BTEC 10 Keyboarding with Speed and Accuracy**

1 – 5 credits , REEL  
Quarter(s): S, F, W, Sp

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 25 words per minute for one minute with 2 or fewer errors. Lab hours are required for this course.

Prerequisites: None

## **BTEC 104 Introduction to Business Technology**

5 credits , REEL  
Quarter(s): F, Sp

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 Concurrent requirements: BUS 100 if not previously taken.

## **BTEC 110 Keyboarding with Speed and Accuracy**

1 – 5 credits , REEL  
Quarter(s): S, F, W, Sp

Introduces keyboarding using the computer and individualized instructional media. Provides instruction and practice on the alphabet, number, symbol, and 10-key numeric keypad. Creates 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 25 words per minute

for one minute with 2 or fewer errors. Lab hours are required for this course.

Prerequisites: None

## **BTEC 111 Word Processing I**

5 credits , REEL  
Quarter(s): S, F, W, Sp

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 Word Processing II**

5 credits , REEL  
Quarter(s): S, Sp

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 Specialized Applications for Business**

3 credits , REEL  
Quarter(s): F, W

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. Lab hours are required for this course.

Prerequisites: CS 110 or BTEC 104 with a C or better, or Instructor Permission

### **BTEC 130 Electronic Calculators I**

1 credit , REEL

Quarter(s): S, F, W, Sp

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. This course is required for the Accounting Technician program. Lab hours are required for this course.

Prerequisite: None.

### **BTEC 131 Introduction to Spreadsheets**

5 credits , REEL

Quarter(s): F, W, Sp

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 BUS 104 or MATH 88 or MATH 97 or CCP 88 or CCP 97, with a C or higher, or instructor permission.

### **BTEC 135 Advanced Data Analysis**

5 credits , REEL

Quarter(s): F, W, Sp

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 Introduction to MS Word**

1 – 5 credits , REEL

Quarter(s): S, F, W, Sp

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. This course is offered as an elective for students who wish to increase their technical expertise with computer applications. Lab hours are required for this course.

Prerequisites: None

### **BTEC 146 Powerpoint Fundamentals**

2 credits , REEL

Quarter(s): S, F, W, Sp

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. Lab hours are required for this course.

Prerequisites: None

### **BTEC 147 Introduction to Digital Publishing**

3 credits , REEL

Quarter(s): S, F, W, Sp

Provides hands-on instruction using Microsoft Publisher, image editing applications, and video editing applications. Emphasizes formatting and enhancing text, developing styles, using columns and tables with special effects, working with graphics, and producing short videos to

create professional-looking publications for both print and social media. Students will complete a final comprehensive presentation project. Lab hours are required for this course.

Prerequisites: None

### **BTEC 148 Introduction to Outlook**

2 credits , REEL  
Quarter(s): F, W, Sp

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. Lab hours are required for this course.

Prerequisite: None

### **BTEC 150 Introduction to Google Applications**

3 credits , REEL  
Quarter(s): S, F, W, Sp

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. Lab hours are required for this course.

Prerequisites: None.

### **BTEC 155 Website Management**

3 credits , REEL  
Quarter(s): S, F, W, Sp

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. Lab hours are required for this course.

Prerequisites: None

### **BTEC 160 Medical Scribe**

3 credits , REEL  
Quarter(s): S, W

Introduces working alongside physicians and healthcare practitioners to document patient encounters in an electronic records system, build a medical record, and chart patient progress and interactions for accuracy in the medical billing process.

Prerequisites: ENGL& 101, BTEC 181 OR MEDA 101, AND MEDA 120 OR BIOL& 241 AND BIOL& 242; all courses must be completed with a C or better.

### **BTEC 161 Intro to ICD-10 Coding in the Medical Office Part I**

5 credits , REEL  
Quarter(s): F

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. Lab hours are required for this course.

Prerequisite: BTEC 181 and MEDA 120, both with a grade of C or higher or Instructor Permission

### **BTEC 162 Intro to ICD-10 Coding in the Medical Office Part II**

5 credits , REEL  
Quarter(s): W

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. Lab hours are required for this course.

Prerequisite: BTEC 161 with a grade of C or better or instructor permission.

### **BTEC 163 CPT Coding**

5 credits , REEL  
Quarter(s): Sp

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. Lab hours are required for this course.

Prerequisites: BTEC 162 with grade C or better or instructor permission.

**BTEC 164 Medical Office Law & Ethics**

2 credits , REEL

Quarter(s): S, F, W, Sp

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. Lab hours are required for this course.

Prerequisite: None

**BTEC 165 Cultural Awareness for Care Professionals: DIV**

5 credits , DIV , REEL

Quarter(s): Sp

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 168 Billing & Coding Exam Certification Preparation**

2 credits , REEL

Quarter(s): S, F

The Billing & Coding Exam Certification Preparation course reviews essential medical coding skills for professional healthcare services and prepares the student to take any of a variety of exams for industry-level certification. The course covers CPT®, HCPCS and ICD-10-CM coding with hands-on practice coding using medical records that incorporate CPT®, ICD-10-CM, and HCPCS Level II code sets.

Prerequisites: BTEC 163

**BTEC 170 Community Health Advocacy**

5 credits , REEL

Quarter(s): S, F, Sp

Provides an overview of information and skills utilized by Community Health Workers (CHW) to foster healthy behavior changes in clients; including, providing people with information, tools, and encouragement to help them improve their health and stay healthy over time. Explores working with clients, family or community members, and with health and wellness providers to address issues that may limit opportunities for healthy behavior. Examines the Community Healthcare Workers role as health educator, wellness coach, and advocate.

Prerequisites: None

**BTEC 171 Medical Reception Procedures**

3 credits , REEL

Quarter(s): F

Provides a foundation of basic knowledge and skills for employment in a physician's office or clinic. Includes the topics of reception techniques, medical records and related laws, professional communication, appointment scheduling, telephone procedures, and office maintenance.

Prerequisites: ENGL 099 (was ENGL 100) or higher.

**BTEC 172 Medical Office Procedures**

3 credits , REEL

Quarter(s): W

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, coding, and professional communication.

Prerequisites: ENGL 099 (was ENGL 100) or instructor permission, MATH 79 or CCP 79, and BTEC 171, all with a grade of C or better.

### **BTEC 173 Computers in the Medical Office**

3 credits , REEL

Quarter(s): Sp

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 computer functions including those completed in electronic health records.

Prerequisites: BTEC 172 with grade C or better

### **BTEC 176 Social Determinants of Health**

5 credits , REEL

Quarter(s): F, W

Introduces the underlying social factors that contribute to health, wellness, and illness. Elaborates on the interplay of social, economic, behavioral, environmental, and other factors that influence the health of populations and sub-groups. Explores how an understanding of determinants of health can influence public policy, planning, and research to promote a healthier society with greater health equity.

Prerequisites: None

### **BTEC 177 Trauma Informed Care**

5 credits , REEL

Quarter(s): W, Sp

Introduces the field of trauma and trauma-informed care. Examines the history of traumatic studies, as well as the current trauma-informed approaches to understanding the providing positive

interventions for human psychological trauma. Presents trauma-informed approaches designed to provide healing and self-care to survivors. Addresses vicarious trauma and the need for practitioner self-care.

Prerequisites: None

### **BTEC 178 Building Sustainable Community Capacity**

5 credits , REEL

Quarter(s): Sp

Presents knowledge and skills necessary for Community Health workers as community organizers and capacity builders. Explores necessary components of promoting community action and garnering support and resources from the community to implement new health and wellness activities.

Discusses skills and knowledge needed to motivate individuals and organizations to seek policy and social changes.

Prerequisite: BTEC 176

### **BTEC 181 Medical Terminology I**

3 credits , REEL

Quarter(s): S, F, W, Sp

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 Medical Terminology II**

3 credits , REEL

Quarter(s): S, F, W, Sp

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 20 Specialized Applications for Business**

3 credits , REEL

Quarter(s): S, F, W, Sp

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. Lab hours are required for this course.

Prerequisites: CS 110 or BTEC 104 with a C or better, or Instructor Permission

### **BTEC 230 Electronic Calculators II**

2 credits , REEL

Quarter(s): S, F, W, Sp

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. This course is required for all BTEC degree programs. Lab hours are required for this course.

Prerequisite: None

### **BTEC 288 Cooperative Work Experience**

1 – 15 credits

Provides work-based learning experience in a specific program of study. Individualized student outcomes are developed, focusing on behaviors that contribute to workplace success.

Prerequisites: Instructor or Cooperative Education Coordinator permission  
Concurrent requirements: COLL 289 or BUS 294 must be taken prior to or concurrent with this course.

### **BTEC 299 Independent Study**

1 – 10 credits

Offers individualized learning opportunities for knowledge or skill development. Content and expectations are established between the student and instructor, and documented in an Independent Study contract.

Prerequisites: By instructor permission only.

### **BTEC 45 Introduction to MS Word**

1 – 5 credits , REEL

Quarter(s): S, F, W, Sp

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 elective course is intended for basic skills for pre-college students. Lab hours are required for this course.

Prerequisites: None

### **BTEC 46 Powerpoint Fundamentals**

2 credits , REEL

Quarter(s): S, F, W, Sp

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. Lab hours are required for this course.

Prerequisites: None

### **BTEC 47 Introduction to Digital Publishing**

3 credits , REEL

Quarter(s): S, F, W, Sp

Provides hands-on instruction using Microsoft Publisher, image editing applications, and video editing application. Emphasizes formatting and enhancing text, developing styles, using columns and tables with special effects, working with graphics, and producing short videos to create professional-looking publications for both print and social media. Lab hours are required for this course.

Prerequisites: None

### **BTEC 50 Introduction to Google Applications**

3 credits , REEL

Quarter(s): S, F, W, Sp

Introduces Google Application features that may be used in both personal and business environments. Topics include web-based communication, collaboration, media, and locational tools. Lab hours are required for this course.

Prerequisites: None.

**BTEC 55 Website Management**

3 credits , REEL

Quarter(s): S, F, W, Sp

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. Lab hours are required for this course.

Prerequisites: None