

BUSN – Business Administrative Technology

BUSN 1100 - Introduction to Keyboarding
3.000 Credits

This course introduces the touch system of keyboarding placing emphasis on correct techniques. Topics include computer hardware, computer software, file management, learning the alphabetic keyboard, the numeric keyboard and keypad, building speed and accuracy, and proofreading. Students attain a minimum of 30 GWAM (gross words a minute) on 3-minute timings with no more than 3 errors.

BUSN 1190 - Digital Technologies in Business
2.000 Credits

Prerequisites: COMP 1000

Provides an overview of digital technology used for conducting business. Students will learn the application of business activities using various digital platforms.

BUSN 1210 - Electronic Calculators
2.000 Credits

Develops skill in the use of electronic calculators to interpret, solve, and record results of various types of problems involving the four arithmetic processes. Topics include machine parts and features, touch system techniques, and arithmetic applications.

BUSN 1240 - Office Procedures
3.000 Credits

Prerequisites: COMP 1000

Emphasizes essential skills required for the business office.

BUSN 1250 – Records Management
3.000 Credits

Introduces records management concepts for use in any office environment. Topics include basic records management concepts; alphabetic, numeric, subject, and geographic filing; and records retention, transfer, and disposition of records.

BUSN 1300 - Introduction to Business
3.000 Credits

Prerequisites: Regular Status

Introduces organization and management concepts of the business world and in the office environment. Topics include business in a global economy, starting and organizing a business, enterprise management, marketing strategies and financial management.

BUSN 1400 - Word Processing Applications
4.000 Credits

Prerequisites: COMP 1000

This course covers the knowledge and skills required to use word processing software through course demonstrations, laboratory exercises and projects. Minimal document keying will be necessary as students will work with existing documents to learn the functions and features of the word processing application. Topics and assignments will include word processing concepts, customizing documents, formatting content, working with visual content, organizing content, reviewing documents, sharing and securing content.

BUSN 1410 - Spreadsheet Concepts and Applications
4.000 Credits

Prerequisites: COMP 1000

This course covers the knowledge and skills required to use spreadsheet software through course demonstrations, laboratory exercises and projects. Topics and assignments will include spreadsheet concepts, creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually, and collaborating and securing data.

BUSN 1420 - Database Applications
4.000 Credits

Prerequisites: COMP 1000

This course covers the knowledge and skills required to use database management software through course demonstrations, laboratory exercises and projects. Topics and assignments will include database concepts, structuring databases, creating and formatting database elements, entering and modifying data, creating and modifying queries, presenting and sharing data, and managing and maintaining databases.

BUSN 1430 - Desktop Publishing and Presentation Applications
4.000 Credits

Prerequisites: COMP 1000

This course covers the knowledge and skills required to use desktop publishing (DTP) software and presentation software to create business publications and presentations. Course work will include course demonstrations, laboratory exercises and projects. Topics include desktop publishing concepts, basic graphic design, publication layout, presentation design, and practical applications.

BUSN 1440 - Document Production
4.000 Credits

Prerequisites: BUSN 1100 or the ability to key 30 gross words a minute on 3-minute timings with no more than 3 errors (see Admissions Office for testing)
Reinforces the touch system of keyboarding, placing emphasis on correct techniques with adequate speed and accuracy and producing properly formatted business documents. Topics include reinforcing correct keyboarding technique, building speed and accuracy, formatting business documents, language arts, proofreading, and work area management.

BUSN 2160 - Electronic Mail Applications
2.000 Credits

Prerequisites: COMP 1000

This course provides instruction in the fundamentals of communicating with others inside and outside the organization via a personal information management program. Emphasizes the concepts necessary for individuals and workgroups to organize, find, view, and share information via electronic communication channels. Topics include internal and external communication, message management, calendar management, navigation, contact and task management, and security and privacy.

BUSN 2170 - Web Page Design
2.000 Credits

Prerequisites: Regular Status; COMP 1000

This course provides instruction in the concepts necessary for individuals to create and manage professional quality web sites. Topics include web site creation, web page development and design, hyper link creation, test, and repair, integration, web site navigation, and web site management.

BUSN 2180 - Speed and Accuracy Keying
1.000 Credits

Prerequisites: BUSN 1100 or the ability to key 30 gross words a minute on 3-minute timings with no more than 3 errors (see Admissions Office for testing)

Further develops speed and accuracy through analysis of keying and prescribed practice drills. Topics include building speed and accuracy and straight-copy proofreading.

BUSN 2190 - Business Document Proofreading and Editing
3.000 Credits

Prerequisites: ENGL 1010 (diploma) or ENGL 1101 (degree)

Corequisites: BUSN 1440

Emphasizes proper proofreading and editing for business documents. Topics include applying proofreading techniques and proofreaders marks with business documents; proper content, clarity, and conciseness in business documents; and business document formatting.

BUSN 2210 - Applied Office Procedures
3.000 Credits

Prerequisites: BUSN 1240; BUSN 1400; BUSN 1410; BUSN 1440

This course focuses on applying knowledge and skills learned in prior courses taken in the program. Topics include communications skills, telecommunications skills, records management skills, office equipment/supplies, and integrated programs/applications. Serves as a capstone course.

BUSN 2320 - Medical Document Processing/Transcription
4.000 Credits

Prerequisites: ALHS 1011; ALHS 1090; BUSN 1440; ENGL 1010

Provides experience in medical machine transcription working with the most frequently used medical reports. Topics include equipment and supplies maintenance and usage, work area management, spelling, definitions, punctuation, processing/transcription speed and accuracy, resource utilization, and pronunciation.

BUSN 2330 - Advanced Medical Document Processing/Transcription
4.000 Credits

Prerequisites: BUSN 2320

Continues the development of speed and accuracy in the transcription of medical reports with emphasis on a variety of medical specialization. Topics include equipment and supplies maintenance and usage, work area management, spelling, definitions, punctuation, processing/transcription speed and accuracy, resource utilization, pronunciation, and medical transcription work ethics.

BUSN 2340 - Medical Administrative Procedures
4.000 Credits

Prerequisites: ALHS 1011; ALHS 1090; BUSN 1440; COMP 1000

Emphasizes essential skills required for the medical office. Introduces the knowledge and skills of procedures for billing purposes. Introduces the basic concept of medical administrative assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and the medical administrative assistant's role as an agent of the physician. Provides the student with knowledge and the essentials of professional behavior. Topics include introduction to medical administrative assisting, medical law, ethics, patient relations/human relations, physician-patient-assistant relationship, medical office in litigation, medical records management, scheduling appointments, pegboard or computerized accounting, health insurance, transcription of medical documents, and billing/collection.

BUSN 2350 - Computerized Medical Office Skills

2.000 Credits

Prerequisites: ALHS 1011; ALHS 1090; BUSN 1440;
COMP 1000

This course provides a study of the content, code sets, storage, retrieval, control, flow, retention, maintenance of the medical administrative and electronic health record, and computerized office management. Topics include electronic health information management, electronic data interchange, coding standards, medical record and office management software, point of entry data entry, electronic coding from medical records, speed data entry in processing medical records, analysis of records to improve patient care, confidentiality, release of information, security of electronic health record, communication, technology, insurance payment, managed care, posting to accounts, appointment schedules, practice management, report generation and HIPAA security.

BUSN 2370 - Medical Office Billing/Coding/Insurance

3.000 Credits

Prerequisites: ALHS 1011; ALHS 1090

Provides an introduction to medical coding skills and applications of international coding standards for billing of health care services. Provides the knowledge and skills to apply coding of diagnostic statements and procedures for billing purposes. Provides an introduction to medical coding as it relates to health insurance. Topics include International classification of diseases, code book formats; coding techniques; formats of the ICD and CPT manuals; health insurance; billing, reimbursement, and collections; and managed care.