

BUSINESS TECHNOLOGY

The Business Technology program is designed to prepare students for careers in general secretarial and accounting employment positions such as administrative assistant, accounting clerk, secretary, data entry operator, or computer operator. Students will gain the technical knowledge and skills necessary to attain positions in their field. Given the necessary time on the job to build expertise and accumulate experience, students can take advantage of opportunities to advance.

The Business Technology - Banking program will prepare students for careers in the banking industry. Course work is designed to provide the banking industry with skilled employees who possess strong communication, math, critical thinking, computer skills, and knowledge of banking processes and procedures.

The Business Technology – Medical program will prepare the student for entry-level employment as a health information manager by providing the basic knowledge, understanding, and skills required to transcribe medical dictation or code medical records with accuracy, clarity, and timeliness, while applying the principles of professional and ethical conduct.

Students may choose to complete requirements for the Associate of Applied Science in Business Technology degree with an emphasis in Business Technology, Business Technology - Banking, or Business Technology - Medical.

Instructors
Debra Wofford
Tekla Barr
Clinton Hall
Serelda Johnson
Charles Lee
Angela Medlock

**Business
Technology**

Curriculum in Business Technology

Technical Certificate

Course Number	Course Name	Semester Hours
1st Semester		
BUS 0903	Keyboarding w/ Lab	3
BUS 1003	Business English	3
ENGL 0303	Foundational Composition	
ENGL 1013	Composition I	
BUS 1023	Business Mathematics	3
MATH 0803	Beginning Algebra (or higher math)	
BUS 1073	Accounting	3
BUS 1303	Introduction to Computers	3
Total		15
2nd Semester		
BUS 1013	Word Processing I	3
BUS 1033	Administrative Support Procedures	3
BUS 1043	Professional Communication	3
BUS 1053	Spreadsheets	3
BUS 2133	Multimedia	3
Total		15
3rd Semester		
BUS 2113	Word Processing II	3
BUS 2123	Computer Applications for Accounting	3
Total		6

**Business
Technology
Associate of Applied
Science**

**Curriculum in Business Technology
Associate of Applied Science Degree in Business Technology**

Course Number	Course Name	Semester Hours
1st Semester		
BUS 1013	Word Processing I	3
BUS 1033	Administrative Support Procedures	3
COMS 1003	Introduction to Computer Based Systems <i>or</i>	
COMS 2003	Microcomputer Applications <i>or</i>	3
BUS 1303	Introduction to Computers	
ENGL 1013	Composition I	3
MATH 0903	Intermediate Algebra (or higher math)	3
Total		15
2nd Semester		
BUS 1053	Spreadsheets	3
BUS 1063	Legal Environment for Business Technology	3
BUS 1073	Accounting	3
BUS 1083	Introduction to Economics	3
ENGL 1023	Composition II	3
Total		15
3rd Semester		
BUS 1043	Professional Communication	3
BUS 2113	Word Processing II	3
BUS 2123	Computer Applications for Accounting	3
BUS 2133	Multimedia	3
BUS 2143	Introduction to Management	3
Total		15
4th Semster		
	Any Approved Social Science ¹	3
BUS 2153	Database Management	3
BUS 2163	Desktop Publishing	3
BUS 2173	Special Topics for Business Technology	3
BUS 2903	Internship (or other approved elective)	3
Total		15
¹ See appropriate alternatives or substitutions in "General Education Requirements" on page 25		

Curriculum in Business Technology - Banking Technical Certificate

**Business
Technology
Banking**

Course Number	Course Name	Semester Hours
1st Semester		
BUS 0903	Keyboarding w/Lab (or other elective if competency met)	3
BUS 1003	Business English	3
ENGL 0303	or Foundational Composition	
ENGL 1013	or Composition I	
BUS 1073	Accounting	3
BUS 1303	Introduction to Computers	3
BUS 2303	Money and Banking	3
Total		15
2nd Semester		
BUS 1013	Word Processing I	3
BUS 1053	Spreadsheets	3
BUS 1083	Introduction to Economics	3
BUS 2313	Branch Support	3
BUS 2333	Credit Administration	3
Total		15
3rd Semester		
BUS 1033	Administrative Support Procedures	3
BUS 1043	Professional Communication	3
Total		6

**Business
Technology/Banking
Associate of Applied
Science**

**Curriculum in Business Technology - Banking
Associate of Applied Science Degree in Business Technology**

Course Number	Course Name	Semester Hours
1st Semester		
BUS 1033	Administrative Support Procedures	3
BUS 1073	Accounting	3
BUS 2303	Money and Banking	3
COMS 1003	Introduction to Computer Based Systems or	3
COMS 2003	Microcomputer Applications or	
BUS 1303	Introduction to Computers	
ENGL 1013	Composition I	3
Total		15
2nd Semester		
BUS 1013	Word Processing I	3
BUS 1043	Professional Communication	3
BUS 2313	Branch Support	3
BUS 2333	Credit Administration	3
ENGL 1023	Composition II	3
Total		15
3rd Semester		
BUS 1053	Spreadsheets	3
BUS 1083	Introduction to Economics	3
BUS 2123	Computer Applications for Accounting	3
BUS 2143	Introduction to Management	3
MATH 0903	Intermediate Algebra (or higher math)	3
Total		15
4th Semester		
	Any Approved Social Science ¹	3
BUS 1063	Legal Environment for Business Technology	3
BUS 2153	Database Management	3
BUS 2173	Special Topics for Business Technology	3
BUS 2903	Internship (or other approved elective)	3
Total		15
¹ See appropriate alternatives or substitutions in "General Education Requirements" on page 25		

Curriculum in Business Technology - Medical Technical Certificate

**Business
Technology
Medical**

Course Number	Course Name	Semester Hours
1st Semester		
BUS 1003	Business English or	
ENGL 0303	Foundational Composition or	3
ENGL 1013	Composition I	
BUS 1073	Accounting	3
BUS 1303	Introduction to Computers	3
BUS 2213	Introduction to Human Anatomy	3
BUS 2233	Medical Terminology	3
Total		15
2nd Semester		
BUS 1033	Administrative Support Procedures	3
BUS 1043	Professional Communication	3
BUS 1013	Word Processing I	3
BUS 2223	Medical Transcription I	3
BUS 2253	Medical Coding I	3
Total		15
3rd Semester		
BUS 2243	Disease Processes	3
BUS 2263	Medical Coding II ¹ or	3
BUS 2273	Medical Transcription II ¹	
Total		6

¹Students may choose to take either BUS 2273 Machine Transcription II or BUS 2263 Medical Coding II.

**Business Technology
Medical Transcription
Associate of Applied
Science**

**Curriculum in Business Technology - Medical Transcription
Associate of Applied Science Degree in Business Technology**

Course Number	Course Name	Semester Hours
1st Semester		
BUS 1083	Introduction to Economics	3
BUS 2213	Introduction to Human Anatomy	3
BUS 2233	Medical Terminology	3
COMS 1003	Introduction to Computer Based Systems	3
COMS 2003	Microcomputer Applications	
BUS 1303	Introduction to Computers	
ENGL 1013	Composition I	3
Total		15
2nd Semester		
BUS 1013	Word Processing I	3
BUS 1033	Administrative Support Procedures	3
BUS 1043	Professional Communication	3
BUS 2223	Medical Transcription I	3
MATH 0903	Intermediate Algebra (or higher math)	3
Total		15
3rd Semester		
BUS 1053	Spreadsheets	3
BUS 1063	Legal Environment for Business	3
BUS 1073	Accounting I	3
BUS 2253	Medical Coding I	3
ENGL 1023	Composition II	3
Total		15
4th Semster		
	Any Approved Social Science ¹	3
BUS 2243	Disease Processes	3
BUS 2263	Medical Coding II	3
BUS 2273	Medical Transcription II	3
BUS 2903	Internship (or other approved elective)	3
Total		15
¹ See appropriate alternatives or substitutions in "General Education Requirements" on page 25		