

BUSINESS TECHNOLOGY

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Business Technology

The Business Technology program is designed to prepare students for careers as an administrative assistant, accounting clerk, computer operator, or office manager. Students will gain the technical and computer knowledge for meeting the necessary skills to attain positions in their chosen field. Given the necessary time on the job to build expertise and accumulate experience, students can take advantage of opportunities to advance. Students can choose from one of the three programs of study: Business Technology, Banking, or Medical Transcription. Comprehensive computer classes and their applications prepare students for the MOS (Microsoft Office Specialist) certification

The Business Technology Banking program of study 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 Transcription program of study will prepare the student for employment as a medical transcriptionist and to be a participating member of the healthcare team. Students will acquire skills to transcribe medical dictation or code medical records with accuracy, clarity, and timeliness, while applying the principles of professional and ethical conduct.

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	or Foundational Composition	
ENGL 1013	or Composition I	
BUS 1023	Business Mathematics	3
MATH 0803	or 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

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

**Business
Technology Option
Associate of Applied
Science**

Course Number	Course Name	Semester Hours
1st Semester		
BUS 1013	Word Processing I	3
BUS 1073	Accounting	3
COMS 1003	Introduction to Computer Based Systems	
	<i>or</i>	
COMS 2003	Microcomputer Applications	3
	<i>or</i>	
BUS 1303	Introduction to Computers	
ENGL 1013	Composition I	3
MATH 0903	Intermediate Algebra (or higher math)	3
Total		15
2nd Semester		
BUS 1033	Administrative Support Procedures	3
BUS 1053	Spreadsheets	3
BUS 1063	Legal Environment for Business Technology	3
BUS 2113	Word Processing II	3
ENGL 1023	Composition II	3
Total		15
3rd Semester		
BUS 1043	Professional Communication	3
BUS 1083	Introduction to Economics	3
BUS 2123	Computer Applications for Accounting	3
BUS 2133	Multimedia	3
BUS 2143	Introduction to Management	3
Total		15
4th Semester		
	Any Approved Social Science ¹	3
BUS 2153	Database Management	3
BUS 2163	Desktop Publishing	3
BUS 2903	Internship (or approved elective)	3
BUS 2993	Special Topics for Business Technology	3
Total		15
¹ See appropriate alternatives or substitutions in "General Education Requirements" on page 30		

**Business
Technology
Banking**

**Curriculum in
Business Technology - Banking
Technical Certificate**

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 1303	Introduction to Computers	3
BUS 2313	Deposit Operations	3
Total		15
2nd Semester		
BUS 1013	Word Processing I	3
BUS 1033	Administrative Support Procedures	3
BUS 1053	Spreadsheets	3
BUS 1083	Introduction to Economics	3
BUS 2303	Money and Banking	3
BUS 2333	Loan Operations	3
Total		18
3rd Semester		
BUS 1073	Accounting	3
BUS 1043	Professional Communication	3
Total		6

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

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

Course Number	Course Name	Semester Hours
1st Semester		
BUS 1073	Accounting	3
BUS 2303	Money and Banking	3
BUS 2313	Deposit Operations	3
BUS 1303	Introduction to Computers or	3
COMS 1003	Introduction to Computer Based Systems or	
COMS 2003	Microcomputer Applications	
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 2333	Loan Operations	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 2903	Internship (or approved elective)	3
BUS 2993	Special Topics for Business Technology	3
Total		15
¹ See appropriate alternatives or substitutions in "General Education Requirements" on page 30		

**Business
Technology
Medical
Transcription**

**Curriculum in
Business Technology - Medical Transcription
Technical Certificate**

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.

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

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

Course Number	Course Name	Semester Hours
1st Semester		
BUS 1063	Legal Environment for Business	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 2253	Medical Coding I	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 1033	Administrative Support Procedures	3
BUS 1053	Spreadsheets	3
BUS 1073	Accounting I	3
BUS 2263	Medical Coding II	3
ENGL 1023	Composition II	3
Total		15
4th Semester		
	Any Approved Social Science ¹	3
BUS 1083	Introduction to Economics	3
BUS 2243	Disease Processes*	3
BUS 2273	Medical Transcription II	3
BUS 2903	Internship (or approved elective)	3
Total		15
[*] Usually offered in Summer I term. ¹ See appropriate alternatives or substitutions in "General Education Requirements" on page 30		