

Delta-Montrose Technical College

BUSINESS TECHNOLOGY

THE PROGRAM

The Business Technology program is designed to provide students with entry-level business skills. The program consists of a two-semester core training in business office administration. Students who complete the core training may continue on with specialized training as an administrative assistant, medical administrative assistant, accounting technician, or office computer technician.

CAREER OPPORTUNITIES

A business graduate will work with accountants, office managers, and medical staff in a general office environment doing simple bookkeeping, typing, medical transcribing, and a variety of other office duties. Qualified graduates can expect to earn between \$19,000 and \$26,000 per year to start.

PREREQUISITES

Students must meet the minimum required TABES levels. Students must also have good general mathematics skills and basic computer skills, including MS Windows operation. Students must take the WorkKeys® test. Prerequisites must be satisfied before the designated class may be taken and may require extra time to complete the program.

CONTINUING EDUCATION

A variety of the classes in the Business Technology program are available through the Community Education Department. The classes are offered days, evenings, weekends, and as independent study. These classes may be offered in full, or in a modular format. They are transferable into the full-time program for students desiring to work toward a business certificate. Call 874-6544 for more information or a current schedule.

COOPERATIVE EDUCATION

After meeting the requirements set forth in the articulation agreement with Unified Technical Education Campus (UTEC), some of the Business classes taken at DMTC will transfer to UTEC's programs. For further information, please contact the Business Coordinator, Pam LaRue, or Financial Aid Officer, Tony Bowling.

DMTC partners with local businesses to provide internship opportunities for students who are enrolled in the four specializations in the Business Technology program.

COURSE AVAILABILITY

Students may enroll at the beginning of the fall or winter semester. The Office Computer Technician specialization is generally offered through the Community Education Department.

Program information, courses, and credit hours are subject to change.

BUSINESS OFFICE ADMINISTRATION CREDITS

| | |
|--|----|
| BUS101 Keyboarding/Word Processing | 7 |
| BUS102 Electronic Office Machines | 3 |
| BUS103 Applied Business Mathematics..... | 4 |
| BUS104 Accounting I | 10 |
| BUS105 Business Communications | 6 |
| BUS106 Human Relations | 3 |
| BUS107 Introduction to Business | 6 |
| BUS108 Records Management | 3 |
| BUS109 Introduction to Computers | 3 |
| BUS110 Word Processing | 3 |
| BUS111 Electronic Spreadsheets..... | 3 |
| BUS112 Computerized Accounting | 3 |

| | |
|---|-----------|
| BUS113 Desktop Publishing | 3 |
| BUS114 Introduction to Home Page Design.. | 2 |
| Total Credits | 59 |

ADMINISTRATIVE ASSISTANT CREDITS

| | |
|--|-----------|
| SEC101 Advanced Keyboarding/Word Processing | 7 |
| SEC102 Machine Transcription | 6 |
| SEC103 Speedwriting | 6 |
| SEC104 Office Procedures | 6 |
| SEC105 Internship | 4 |
| Total Credits | 29 |

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MEDICAL ADMINISTRATIVE ASSISTANT CREDITS

| | |
|---|-----------|
| SEC201 Advanced Keyboarding/Word Processing | 6 |
| SEC202 Machine Transcription | 6 |
| SEC203 Office Procedures | 6 |
| SEC204 Medical Terminology | 3 |
| SEC205 Intro to Anatomy/Physiology..... | 5 |
| SEC206 Medical Coding | 3 |
| SEC207 Internship | 4 |
| Total Credits | 33 |

ACCOUNTING TECHNICIAN CREDITS

| | |
|----------------------------------|-----------|
| ACC101 Accounting II..... | 10 |
| ACC102 Business Law | 6 |
| ACC103 Personal Income Tax | 4 |
| ACC104 Payroll Accounting..... | 6 |
| ACC105 Internship..... | 4 |
| Total Credits | 30 |

OFFICE COMPUTER TECHNICIAN CREDITS

| | |
|--|-----------|
| OCT101 Introduction to Operating Systems .. | 1 |
| OCT102 Introduction to Network Concepts ... | 2 |
| OCT103 Computerized Personal Information Management..... | 1 |
| OCT104 Advanced Windows..... | 3 |
| OCT106 Intermediate/Advanced Word Processing..... | 2 |
| OCT107 Intermediate/Advanced Spreadsheet | 2 |
| OCT108 Intermediate/Advanced Database ... | 2 |
| OCT109 Presentation Graphics | 2 |
| OCT110 Business & the Internet | 1 |
| OCT111 Home Page Design | 1 |
| OCT112 Application Integration Lab..... | 4 |
| Total Credits | 21 |

COURSE DESCRIPTIONS

ACC101 Accounting II 10 Credits

This course continues the study of accounting principles as they apply to partnerships and corporations. Major topics include the following: stocks and bonds, investments, cash flow statements, financial analysis, cost and managerial accounting, and budgeting.

ACC102 Business Law 6 Credits

This course is an introductory study of business law including, but not restricted to, such topics as foundation of the legal system, contracts, sales, agency, and property.

ACC103 Personal Income Tax 4 Credits

This is an introductory course on the preparation of Federal individual income tax returns according to the Internal Revenue Service regulations. It is designed to familiarize the student with most frequently used tax forms, information, and procedures.

ACC104 Payroll Accounting 6 Credits

This course is designed to acquaint the student with various payroll systems; record keeping rules for both payroll and sales taxes; and the preparation of the required federal, state and local forms for reporting payroll taxes.

ACC105 Internship 4 Credits

Direct experience working in a business organization performing professional duties and responsibilities. Specific requirement will include keeping a detailed journal. A minimum of 80 hours of directed experience will be required. The student's performance will be evaluated by his/her supervisor in the business organization, as well as the instructor.

BUS101 Keyboarding/Word Processing 7 Credits

This course is designed to develop basic typing/keyboarding skills using Microsoft Word. The student will learn to operate the computer keyboard by touch; learn the proper utilization of the various control parts of the keyboard; develop speed, accuracy and fluency in the typing of words, sentences, and paragraphs; develop a basic skill in the formatting of business letters, manuscripts, and tables; and learn to proofread and check all work. Emphasis is placed on the ability to produce high-quality documents efficiently.

BUS102 Electronic Office Machines 3 Credits

The main objective of this course is to provide the student with entry-level skills in using calculating and transcribing machines and the telephone. Students will learn to develop competence using the ten-key numeric touch method and solve common business and personal math problems using a calculator. The student will develop and improve proper telephone techniques. Students will acquire occupational ability

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to transcribe documents from recordings and improve language arts and proofreading skills. The student will also receive hands on experience with other office equipment including the FAX, postage meter, copy equipment, and spiral binding equipment.

BUS103 Business Mathematics

4 Credits

This course is designed to review fundamental business mathematics. Students should have a background knowledge in addition, subtraction, multiplication, and division of whole numbers. The course has two basic components: the rules of and practice with fundamental mathematical principles and the use of these principles for common applications such as interest computation, sales, payroll, and discounts. Calculators are integrated into many units.

BUS104 Accounting I

10 Credits

This course will give you a thorough background in the basic accounting procedures used to operate a business. The complete accounting cycle is covered. This course presents the basic elements and concepts of accounting, with emphasis on the procedures used for maintaining journals, ledgers, and for the completion of end-of-period reports for small service and merchandising businesses. The student will also be introduced to accounting for bad debts; promissory notes; inventory; plant and equipment; and partnership and corporate equality.

BUS105 Business Communications

6 Credits

This course is designed to provide a review of correct grammar and usage of the English language, application of these skills in planning and writing effective business letters, telephone techniques, and preparation and delivery of speeches.

BUS106 Human Relations

3 Credits

This course focuses on developing social competencies required of people working and interrelating in the business world. Students will produce an effective resume, cover letter, employment application, reference letters, and a resignation letter. Students will also participate in a mock interview.

BUS107 Introduction to Business

6 Credits

This course is a survey of the operation of the American business system; fundamentals of the economy; careers and opportunities; marketing; management; production; governmental regulation; tools of business; and social responsibilities.

BUS108 Records Management

3 Credits

This course is about order and how to create it. Its purpose is to prepare office workers to manage records and information. The student will be introduced to the fundamentals and techniques of alphabetic, numeric, geographic and subject filing. A simulation using a computerized data base as a file management tool will also be incorporated in this course.

BUS109 Introduction to Computers

3 Credits

The student will learn concepts, terminology, and skills in the use of microcomputer system. The emphasis will be on understanding and using an operating system in a practical way in order to complement the student's use of application software on the microcomputer. An introduction to Windows, the Internet, and a hands-on review of standard software packages is also included.

BUS110 Word Processing

3 Credits

This course introduces the features of word processing using a hands-on approach with Microsoft Word. Topics include creating, editing, formatting, the use of a spelling dictionary, columns, mail merge, macros, and the fundamentals of graphics features.

BUS111 Electronic Spreadsheets

3 Credits

This course introduces the student to concepts and applications of an electronic spreadsheet using Microsoft Excel. It will cover fundamental spreadsheet concepts and design, formatting, and calculations.

BUS112 Computerized Accounting

3 Credits

This course is an introduction to data entry procedures on the computer in accounting applications. The student will study theory and application of general ledger, accounts receivable, accounts payable, and payroll function of accounting as performed on a typical microcomputer system.

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BUS113 Desktop Publishing

3 Credits

Desktop publishing software turns a personal computer into a sophisticated publishing system. Students will use word processing, graphics, design layout using Microsoft Publisher to produce newsletters, brochures, presentations, catalogs, and other publications.

BUS114 Introduction to Home Page Design

2 Credits

This course will introduce the students to basic principles for designing a home page. Students will learn how to create a simple web page using one of the popular web page design programs. Topics covered will include the ABC's of web page design using web page design tools, and publishing a web page.

OCT101 Intro to Operating Systems

1 Credit

This course introduces concepts, terminology, and skills in the use of an operating system. The emphasis will be on understanding an operating system in a practical way in order to complement the student's use of application software on the microcomputer. Prerequisite: BUS109 Introduction to Computers or equivalent or instructor approval. An understanding of hardware and software is essential.

OCT102 Intro to Network Concepts

2 Credits

This course discusses the concepts of networking and lays the foundation for the study of various network operating systems. A comparison of Peer-to-Peer and Server based systems will be integral to the course. The emphasis will be on understanding what a network does and how to design and set up a network. Prerequisite: BUS109 Introduction to Computers and OCT104 Advanced Windows or instructor approval.

OCT103 Computerized Personal Information Management

1 Credit

Using Microsoft's Outlook Messaging and Collaboration Client Software, students learn how to send and receive e-mail and faxes, maintain electronic calendar, organize meetings, keep a personal to-do list, assign and take tasks to other people, maintain an address book, and keep a journal of their activities.

OCT104 Advanced Windows

3 Credits

This course will explore the built-in features of Windows in detail. Students will learn to use Windows utilities such as backup, scan disk, and defragment. Students will become familiar with Windows communication tools such as Microsoft NetMeeting, Microsoft Chat, Dial-Up Networking and Hyperterminal. Formatting drives, installing and uninstalling hardware and software, and file management will also be covered. Prerequisites: BUS109 Introduction to Computers.

OCT106 Intermediate/Advanced Word Processing

2 Credits

This course is designed for students who can produce documents using the basic word processing commands. The student will use Microsoft Word to create multiple page reports using headers, footers, foot-notes, endnotes, and page numbers, and will create documents using columns and tables. The student will learn to use borders, drawing tools, word art, and graphics. The student will create macros, charts, outline, styles, fill-in forms, generate mail merges, and generate reference documents. The student will select and sort records and learn to manage files. The students who successfully complete the course will have the skills needed to pass the Microsoft Office Specialist (MOS) Word Proficient Specialist Test. Prerequisite: BUS110 Word Processing or instructor approval.

OCT107 Intermediate/Advanced Spreadsheet

2 Credits

This course is designed for students with basic electronic spreadsheet skills. Students will use Microsoft Excel to learn to format and audit worksheets, use lists, print workbooks, use advanced functions, templates, and macros, import and export data, use multiple workbooks, and use workgroup functions. The students who successfully complete the course will have the skills needed to pass the Microsoft Office Specialist (MOS) Excel Proficient Specialist Test. Prerequisite: BUS111 Electronic Spreadsheets or instructor approval.

OCT108 Intermediate/Advanced Database

2 Credits

This course is designed for students with basic database skills. The student will use Microsoft Access to learn to create and modify a database, use forms, view, organize, and locate information, refine query results, analyze data, create sub forms, and build forms for other users. Students will build a relational data-base, integrate information from other applications, utilize web capability, maintain data integrity, produce reports, and print. The advanced level student who successfully completes the course will have

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the skills needed to pass the Microsoft Office Specialist (MOS) Access Expert Specialist Test.
Prerequisite: instructor approval.

OCT109 Presentation Graphics

2 Credits

This course will focus on the development of effective presentations using graphs, charts, illustrations, and diagrams. The emphasis will be on creating a visually pleasing and informative presentation. The student will use Microsoft PowerPoint to create a presentation combining varied graphics into a screen slide show. Prerequisite: BUS109 Introduction to Computers, and BUS110 Word Processing or instructor approval.

OCT110 Business and the Internet

1 Credit

This course will teach students how to access and use Internet resources in business situations. Topics include using e-mail and accessing information through the World Wide Web. Prerequisite: BUS109 Introduction to Computers and Intro to the Internet or instructor approval.

OCT111 Home Page Design

1 Credit

This course introduces students to the basic principles for designing a home page. Students will learn how to create a simple web page using one of the popular web page design programs. Topics covered will include the ABC's of web page design using web page design tools and publishing a web page. Students will spend a lot of time searching the Internet to see what other designers have done. The student who successfully completes the course will have laid the foundation for designing a web page. Prerequisite: BUS109 Introduction to Computers and Introduction to the Internet or instructor approval.

OCT112 Application Integration

4 Credits

Using word processing, spreadsheet, database, and Internet skills the student will produce business documents. Whenever possible, projects will be contracted from the local business community.

SEC101 Advanced Keyboarding/Word Processing

7 Credits

Students continue to build on word processing skills using sophisticated features of Microsoft Word. Students practice hands-on exercise skills such as mail merge, columns, tables, and graphics.

SEC102 Machine Transcription

6 Credits

This course is designed to provide training on transcription equipment with emphasis placed on the ability to produce high-quality documents efficiently. Office style transcription is used. There will also be a unit on creating and dictating business correspondence and a unit on proofreading. The latter portion of the course will specialize in either legal or medical transcription based on the student's preference.

SEC103 Speedwriting

6 Credits

This course is an introductory course covering the theory of Speedwriting shorthand. Brief forms, theory, dictation, speed, and transcription skills will be developed. Emphasis is on phrasing, reading, writing, and transcribing techniques.

SEC104 Office Procedures

6 Credits

This course is designed to refine students' office skills to prepare them for entry into the world of work. Use of the Gregg Reference Manual and proofreading are covered in depth.

SEC105 Internship

4 Credits

Directed experience working in a business organization performing professional duties and responsibilities. Specific requirement will include keeping a detailed journal. A minimum of 80 hours of directed experience will be required. His/her supervisor in the business organization, as well as, the instructor will evaluate the student's performance.

SEC201 Advanced Keyboarding/Word Processing

6 Credits

Students continue to build on word processing skills using sophisticated features of Microsoft Word. Students practice hands-on exercise skills such as mail merge, columns, tables, and graphics.

SEC202 Medical Machine Transcribing

6 Credits

This course is designed to provide training on transcription equipment with emphasis placed on the ability to produce high-quality documents efficiently. Office style transcription is used. There will also be a unit on creating and dictating business correspondence and a unit on proofreading. The latter portion of the course will specialize in medical transcription.

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SEC203 Office Procedures

6 Credits

This course is designed to refine students' office skills to prepare them for entry into the world of work. Use of the Gregg Reference Manual and proofreading are covered in depth. A medical office simulation emphasizing setting priorities, work flow, and decision making is required.

SEC204 Medical Terminology

3 Credits

This course is designed to introduce the student to the structure of medical terms with emphasis on combining and using the most common prefixes, roots, and suffixes.

SEC205 Intro to Anatomy/Physiology

5 Credits

The normal human structure and function of the major body system is presented. Study is based on the structural organization of the body cells, tissues, organs, and systems. With this knowledge, the student has the basis for understanding the human body.

SEC206 Medical Coding

3 Credits

This course is based on the accepted MRA coding system used nationwide in hospitals, medical, and dental offices. This coding is required to articulate medical treatment with insurance reimbursement.

SEC207 Internship

4 Credits

Directed experience working in a business organization performing professional duties and responsibilities. Specific requirement will include keeping a detailed journal. A minimum of 80 hours of directed experience will be required. His/her supervisor in the business organization, as well as, the instructor will evaluate the student's performance.