BUSINESS TECHNOLOGY
MISSISSIPPI CURRICULUM FRAMEWORK

Accounting Technology (Program CIP: 52.0302-Accounting Technology/Technician and Bookkeeping)
Administrative Office Technology (Program CIP: 52.0401- Administrative Assistant/Secretarial Science)
Business Management Technology (Program CIP: 52.0201- Business Management Technology)
Computer Technology- (Program CIP: 52.0407 – Business/Office Automation/Technology/Data Entry)
Health-care Data Technology (Program CIP: 51.0799-Medical Administrative Services)

February 2022

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The Office of Curriculum and Instruction (OCI) was founded in 2013 under the Division of Workforce, Career, and Technical Education at the Mississippi Community College Board (MCCB). The office is funded through a partnership with The Mississippi Department of Education (MDE), who serves as Mississippi's fiscal agent for state and federal Career and Technical Education (CTE) Funds. The OCI is tasked with developing statewide CTE curriculum, programming, and professional development designed to meet the local and statewide economic demand.

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ADOPTION OF NATIONAL CERTIFICATION STANDARDS

The American Health Information Management Association CCA Competency Standards

The American Health Information Management Association (AHIMA) was founded in 1928 to improve health record quality. Since that time, AHIMA has played a leadership role in effective management of health data and medical records needed to deliver quality healthcare to the public. The organization serves 52 affiliated component state associations and more than 101,000 health information professionals.

AHIMA is working to advance the implementation of electronic health records (EHRs) by leading key industry initiatives and advocating high and consistent standards. AHIMA offers accreditation of programs, certification of skills, and comprehensive continuing education. Most recently, AHIMA was an active contributor to the development of the ICD-10 Coding Guidelines.

AHIMA is committed to advancing the HIM profession in an increasingly electronic and global environment through leadership in advocacy, education, certification, and lifelong learning. The health industry is evolving quickly, and AHIMA is working to advance the implementation and effective management of electronic health records (EHRs) by leading key industry initiatives and advocating for consistent standards. Needs are evolving from simply translating data, to having instant access to intelligence that can drive clinical and administrative decision making in real time. AHIMA ensures that HIM professionals are armed with the skills and tools to act as leaders, using quality information to achieve the triple aims of reduced costs, better care, and improved population health.

Based upon job analysis standards and state-of-the-art test construction, the Certified Coding Associate (CCA®) designation has been a nationally accepted standard of achievement in health information management (HIM) field since 2002. More than 8,000 people have attained the certification since inception. The CCA, the CCS, and the CCS-P are the only coding credentials worldwide currently accredited by the National Commission for Certifying Agencies (NCCA).

The CCA credential distinguishes coders by exhibiting commitment and demonstrating coding competencies across all settings, including both hospitals and physician practices. CCAs:

- Exhibit a level of commitment, competency, and professional capability that employers are looking for
- Demonstrate a commitment to the coding profession
- Distinguish themselves from non-credentialed coders and those holding credentials from organizations less demanding of the higher level of expertise required to earn AHIMA certification

For more information related to AHIMA and the CCA®, please visit www.ahima.org .

Office Proficiency Assessment & Certification

OPAC® is a product of a larger organization (Biddle Consulting Group, Inc.) established in 1974. Biddle Consulting Group is a human resources consulting firm specializing in Equal Employment Opportunity, litigation support, affirmative action, test validation and development, and cutting-edge software. Their company provides consulting services and software that assists their clients, their company, and the industry they serve.

OPAC® software measures critical skills and abilities required in today's administrative and clerical positions. OPAC® validated tests includes software exams in all of the MS Office word processing, spreadsheet, and database applications, including Microsoft Word, Excel, PowerPoint and Access. Office skills tests include keyboarding, proofreading, data entry, and transcription. The program also provides specialized assessments for the legal, medical, and customer service fields.

Educators are using OPAC® for pre-testing and post-testing business education and office education students. Others are using it as an exit exam and offering OPAC® certificates upon completion. Since the software measures critical skills & abilities, it is an ideal certification and testing solution for business office education and career development programs.

For more information related to OPAC®, please visit https://www.opac.com/index.html.

INDUSTRY JOB PROJECTION DATA

A summary of occupational data is available from the Mississippi Department of Employment Security.

A summary of occupational data is available from the Mississippi Department of Employment Security.
Business Technology occupations require an education level of a postsecondary career and technical certificate. A summary of occupational data from the Mississippi Occupational Employment Projections is displayed below:

Standard Occupational Classification (SOC)		2016 Employment	2026 Projected Employment	Projected Employment Growth 2016-2026		Total Projected Avg. Annual Job Openings
SOC Code	Occupation			Number	Percent	
13-2082	Tax Preparers	490	530	40	8.2%	60
43-3031	Bookkeeping, Accounting, and Auditing Clerks	13,500	13,0303	(470)	(3.5%)	1,500
43-3051	Payroll and Timekeeping Clerks	1,090	1,080	(10)	(0.9%)	120
43-9111	Statistical Assistants	50	50	0	0.0%	5

A summary of occupational data is available from the Mississippi Department of Employment Security. Accounting Technology occupations require an education level of a postsecondary career and technical certificate. A summary of occupational data from the Mississippi Occupational Employment Projections is displayed below:

Standard Occupational Classification (SOC)		2016 Employment	2026 Projected Employment	Projected Employment Growth 2016-2026		Total Projected Avg. Annual Job Openings
SOC Code	Occupation			Number	Percent	
43-1011	First-Line Supervisors of Office and Administrative Support Workers	12,990	12,890	(100)	(0.8%)	1,345
43-4161	Human Resources Assistants, Except Payroll and Timekeeping	1,270	1,280	120	0.8%	120
43-6011	Executive Secretaries and Executive Administrative Assistants	3,100	2,440	(660)	(21.3%)	245

Note. The data was retrieved June 9 , 2022 from the Mississippi Occupational Employment Projection Standard Occupational Classification (SOC) data
https://mdes.ms.gov/information-center/labor-market-information/

A summary of occupational data is available from the Mississippi Department of Employment Security. Administrative Office Technology occupations require an education level of a postsecondary career and technical certificate. A summary of occupational data from the Mississippi Occupational Employment Projections is displayed below:

Standard Occupational Classification (SOC)		2016 Employment	2026 Projected Employment	Projected Employment Growth 2016-2026		Total Projected Avg. Annual Job Openings
SOC Code	Occupation			Number	Percent	
11-2022	Sales Managers	1,440	1,490	50	3.5%	135
11-3011	Administrative Services Managers	3,100	3,290	190	6.1%	285
11-3051	Industrial Production Managers	1,830	1,840	10	0.5%	135
11-3071	Transportation, Storage, and Distribution Managers	1,050	1,090	40	3.8%	90
11-3111	Compensation and Benefits Managers	80	80	0	0.0%	5
11-3121	Human Resources Managers	930	1,020	90	9.7%	90
11-3131	Training and Development Managers	200	210	10	5.0%	20
11-9021	Construction Managers	1,800	1,950	150	8.3%	150
11-9151	Social and Community Service Managers	1,250	1,370	12	9.6%	125
11-9199	Managers, All Other	2,880	3,040	160	5.6%	240
13-1051	Cost Estimators	1,120	1,200	80	7.1%	120

13-1071	Human Resources Specialists	2,960	3,090	130	4.4%	315
13-1081	Logisticians	770	790	20	2.6%	75
13-1111	Management Analysts	2,340	2,620	280	12.0%	260
13-1141	Compensation, Benefits, and Job Analysis Specialists	360	370	10	2.8%	35

Note. The data was retrieved June 9, 2022 from the Mississippi Occupational Employment Projection Standard Occupational Classification (SOC) data
https://mdes.ms.gov/information-center/labor-market-information/

ARTICULATION

There are currently no secondary programs that will articulate to the Business Technology programs of study. Dual credit and local partnerships are encouraged.

TECHNICAL SKILLS ASSESSMENT

CIP Code	Program of Study
52.0302	**Accounting Technology**
Level	**Assessment**
Accelerated /15 Hour	
Level	**Assessment**
Career	OPAC Word® Basic or MOS MS Word® OPAC Proofreading OPAC Excel® Basic or MOS MS Excel® OPAC QuickBooks® or Intuit® QuickBooks®
Level	**Assessment**
Technical/AAS	OPAC Excel® Intermediate or MOS MS Excel®

CIP Code	Program of Study
52.0201	**Business Management Technology**
Level	**Assessment**
Accelerated /15 Hour	
Level	**Assessment**
Career	OPAC Word® Basic or MOS MS Word® OPAC Proofreading OPAC Excel® Basic or MOS MS Excel® OPAC QuickBooks® or Intuit® QuickBooks®
Level	**Assessment**
Technical/AAS	OPAC Excel® Intermediate or MOS MS Excel®

CIP Code	Program of Study
52.0407	Computer Technology
Level	**Assessment**
Accelerated /15 Hour	
Level	**Assessment**
Career	OPAC Word® Basic or MOS MS Word® OPAC Proofreading OPAC Excel® Basic or MOS MS Excel® OPAC QuickBooks® or Intuit® QuickBooks®
Level	**Assessment**
Technical/AAS	OPAC Excel® Intermediate or MOS MS Excel®

CIP Code	Program of Study
52.0401	Administrative Office Technology
Level	**Assessment**
Accelerated /15 Hour	
Level	**Assessment**
Career	OPAC Word® Basic or MOS MS Word® OPAC Proofreading OPAC Excel® Basic or MOS MS Excel® OPAC QuickBooks® or Intuit® QuickBooks®
Level	**Assessment**
Technical/AAS	OPAC Database or MOS MS Access®

CIP Code	Program of Study
51.0799	Health Care Data Technology
Level	**Assessment**
Accelerated /15 Hour	
Level	**Assessment**
Career	OPAC Medical Terminology OPAC Medical Proofreading
Level	**Assessment**
Technical/AAS	

RESEARCH ABSTRACT

The curriculum framework in this document reflects the changes in the workplace and a number of other factors that impact local vocational–technical programs. Federal and state legislation calls for articulation between high school and community college programs, integration of academic and vocational skills, and the development of sequential courses of study that provide students with the optimum educational path for achieving successful employment. National skills standards, developed by industry groups and sponsored by the U.S. Department of Education and Labor, provide vocational educators with the expectations of employers across the United States. All of these factors are reflected in the framework found in this document.

This curriculum was last validated and approved in 2016. In the spring of 2022, the Office of Curriculum and Instruction (OCI) met with the writing team. Program faculty, administrators, and industry members were consulted regarding curriculum revisions, industry workforce needs, and trends.

REVISION HISTORY

2006 – Research & Curriculum Unit, Mississippi State University
2010 - Research & Curriculum Unit, Mississippi State University
2016 - Office of Curriculum & Instruction, Mississippi Community College Board
2022- Office of Curriculum & Instruction, Mississippi Community College Board

PROGRAM DESCRIPTIONS

The Business and Office program includes a basic core of courses designed to prepare a student for a variety of entry-level positions through selections of a concentration of 60 semester credit hours in the following areas:

Accounting Technology
Administrative Office Technology
Business Management Technology
Computer Technology
Health-care Data Technology

Business Technology curriculum framework outlines five programs of study that requires courses in the career– technical core, designated areas of concentration, and the academic core. Students who successfully complete 30 semester hours as outlined in the program of study may be awarded a career certificate. Students who successfully complete 45 semester hours as outlined in the program of study may be awarded a technical certificate. Students who successfully complete 60 semester hours as outlined in the program of study may be awarded an Associate of Applied Science degree.

The Accounting Technology program is a technical program designed to prepare students for entry-level accounting positions in accounts payable, accounts receivable, payroll, and inventory as well as enhance the skills of persons currently employed in accounting who wish to advance. Upon successful completion, students should be prepared for accounting positions in business and industry, governmental agencies, and public accounting firms.

The Administrative Office Technology Program is an instructional program designed to prepare and train students for entry-level training in administrative office procedures, integrated computer applications, business financial systems, communication, accounting clerks, records clerks, transcriptionists, word processing specialists and to fill other positions requiring computer skills such as database management, Web design and desktop publishing.

The Business Management Technology Program provides students with a relevant professional management education and effective approaches to technology, entrepreneurship, human resource, and management information. The student will develop skills in innovative aspects of technology and business management with an emphasis on project-based learning and field externships.

The Computer Technology program is an instructional program that prepares individuals for entry-level positions in managing computer operations in an office environment. Software configuration, troubleshooting, network administration and system operations are included in the program.

The Health-care Data Technology program of study is designed to prepare students to work in office positions in hospitals, doctors' offices, health clinics, insurance companies, and other health-related organizations. The student will develop skills using medical terminology, accounting, transcription, coding, and computer software applications. Health-care Data Technology is a 2-year program of study that requires courses in the vocational– technical core, designated areas of concentration, and the academic core.

The curriculum complies with the American Association for Medical Transcription Exam Specifications for Certified Medical Transcriptionist, and the American Health Information Management Association Certified Coding Associate Competency Statements.

SUGGESTED COURSE SEQUENCE

Accounting Technology, Administrative Office Technology, Business Management, Computer Technology
Accelerated Pathway Credential

Course Number	Course Name	Semester Credit Hours	SCH Breakdown		Total Contact Hours	Contact Hour Breakdown		Certification Information
			Lecture	Lab		Lecture	Lab	Certification Name
BOT 1313	Applied Business Math	3	2	2	60			
BOT 1233	Microsoft® Word® I	3	2	2	60			OPAC Word® Basic or MOS MS Word®
BOT 1763 OR BOT 1713 AND BOT 2813*	Communication Essentials OR Mechanics of Communication AND Business Communication*	3 or 6	2	2	60			OPAC Proofreading
	Instructor Approved Electives per Local Community College	3 or 6						
	TOTAL	**15**						

*Programs utilizing the split option (BOT 1713 and BOT 2813) to replace BOT 1763 have 3 hours of electives available.

Accounting Technology Concentration, Administrative Office Technology, Business Management, Computer Technology Career Certificate Required Courses

Course Number	Course Name	Semester Credit Hours	SCH Breakdown		Total Contact Hours	Contact Hour Breakdown		Certification Information
			Lecture	Lab		Lecture	Lab	Certification Name
BOT 1433 or ACC 2213	Business Accounting or Principles of Accounting I	3	2	2	60			
BOT 1313	Applied Business Math	3	2	2	60			
BOT 1233	Microsoft® Word® I	3	2	2	60			OPAC Word® Basic or MOS MS Word®
BOT 1763 OR BOT 1713 AND BOT 2813*	Communication Essentials OR Mechanics of Communication AND Business Communication*	3 or 6	2	2	60			OPAC Proofreading
BOT 1823	Microsoft® Excel® I	3	2	2	60			OPAC Excel® Basic or MOS MS Excel®
BOT 2433 OR BOT 2413	QuickBooks® OR Computerized Accounting	3	2	2	60			OPAC QuickBooks® or Intuit QuickBooks®
	Instructor Approved Electives per Local Community College	9 or 12						
	TOTAL	**30**						

*Programs utilizing the split option (BOT 1713 and BOT 2813) to replace BOT 1763 have 9 hours of electives available.

Accounting Technology Concentration
Technical Certificate Required Courses

Course Number	Course Name	Semester Credit Hours	SCH Breakdown		Total Contact Hours	Contact Hour Breakdown		Certification Information
			Lecture	Lab		Lecture	Lab	Certification Name
BOT 1443 or ACC 2223	Advanced Business Accounting Or Principles of Accounting II	3						
BOT 2463	Payroll Accounting	3						
BOT 1853	Microsoft® Excel® II	3						OPAC Excel® Intermediate
	Instructor Approved Electives per Local Community College	6						
	TOTAL	**15**						

Administrative Office Technology Concentration
Technical Certificate Required Courses

Course Number	Course Name	Semester Credit Hours	SCH Breakdown		Total Contact Hours	Contact Hour Breakdown		Certification Information
			Lecture	Lab		Lecture	Lab	Certification Name
BOT 1243	Microsoft® Word® II	3	2	2	60			OPAC Word® Intermediate
BOT 1853	Microsoft® Excel® II	3	2	2	60			OPAC Excel® Intermediate
	Instructor Approved Electives per Local Community College	9						
	TOTAL	**15**						

Business Management Technology Concentration
Technical Certificate Required Courses

| Course Number | Course Name | Semester Credit Hours | SCH Breakdown | | Total Contact Hours | Contact Hour Breakdown | | Certification Information |
			Lecture	Lab		Lecture	Lab	Certification Name
BOT 2233	Human Resource Management	3	2	2	60			
BOT 2613	Entrepreneurial Problem Solving	3	2	2	60			
	Instructor Approved Electives per Local Community College	9						
	TOTAL	**15**						

Computer Technology Concentration
Technical Certificate Required Courses

| Course Number | Course Name | Semester Credit Hours | SCH Breakdown | | Total Contact Hours | Contact Hour Breakdown | | Certification Information |
			Lecture	Lab		Lecture	Lab	Certification Name
BOT 1493	Social Media Management & Marketing	3	2	2	60			
BOT 1853	Microsoft Excel II	3	2	2	60			OPAC Excel Intermediate
	Instructor Approved Electives per Local Community College	9						
	TOTAL	**15**						

SUGGESTED COURSE SEQUENCE

Health-care Data Technology Concentration
Accelerated Pathway Credential

| Course Number | Course Name | Semester Credit Hours | SCH Breakdown | | Total Contact Hours | Contact Hour Breakdown | | Certification Information |
			Lecture	Lab		Lecture	Lab	Certification Name
BOT 1313	Applied Business Math	3	2	2	60			
BOT 1763 OR BOT 1713 AND BOT 2813*	Communication Essentials OR Mechanics of Communication AND Business Communication	3 or 6	2	2	60			
BOT 2743	Medical Office Concepts	3	2	2	60			OPAC Medical Proofreading
	Instructor Approved Electives per Local Community College	3 or 6						
	TOTAL	**15**						

*Programs utilizing the split option (BOT 1713 and BOT 2813) to replace BOT 1763 have 3 hours of electives available.

Health-care Data Technology Concentration
Career Certificate Required Courses

| Course Number | Course Name | Semester Credit Hours | SCH Breakdown | | Total Contact Hours | Contact Hour Breakdown | | Certification Information |
			Lecture	Lab		Lecture	Lab	Certification Name
BOT 1313	Applied Business Math	3	2	2	60			
BOT 1433 or ACC 2213	Business Accounting or Principles of Accounting I	3	2	2	60			
BOT 1613	Medical Terminology I	3	2	2	60			
BOT 1623	Medical Terminology II	3	2	2	60			OPAC Medical Terminology
BOT 1763 OR BOT 1713 AND BOT 2813*	Communication Essentials OR Mechanics of Communication AND Business Communication*	3 or 6	2	2	60			
BOT 2743	Medical Office Concepts	3	2	2	60			OPAC Medical Proofreading
	Instructor Approved Electives per Local Community College	9 or 12						
	TOTAL	**30**						

*Programs utilizing the split option (BOT 1713 and BOT 2813) to replace BOT 1763 have 6 hours of electives available.

Health-care Data Technology Concentration

Technical Certificate Required Courses

| Course Number | Course Name | Semester Credit Hours | SCH Breakdown | | Total Contact Hours | Contact Hour Breakdown | | Certification Information |
			Lecture	Lab		Lecture	Lab	Certification Name
BOT 2643	CPT Coding	3	2	2	60			
BOT 2653	ICD Coding	3	2	2	60			
BOT 2673	Medical Insurance Billing	3	2	2	60			
	Instructor Approved Electives per Local Community College	6						
	TOTAL	**15**						

General Education Core Courses

To receive the Associate of Applied Science degree, a student must complete all of the required coursework found in the Career Certificate option, Technical certificate option, and a minimum of 15 semester hours of General Education core. The courses in the General Education Core may be spaced out over the entire length of the program so that students complete some academic and Career Technical courses each semester or provided primarily within the last semester. Each community college will specify the actual courses that are required to meet the General Education Core Requirements for the Associate of Applied Science degree at their college. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Section 9 Standard 3 of the *Principles of Accreditation: Foundations for Quality Enhancement*[1] describes the general education core.

Section 9 Standard 3:

3.   The institution requires the successful completion of a general education component at the undergraduate level that

a) is based on a coherent rationale.

b) is a substantial component of each undergraduate degree program. For degree completion in associate programs, the component constitutes a minimum of 15 semester hours of the equivalent; for baccalaureate programs, a minimum of 30 semester hours or the equivalent.

c) ensures breadth of knowledge. These credit hours include at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural science/mathematics. These courses do not narrowly focus on those skills, techniques, and procedures specific to a particular occupation or profession.

General Education Courses

| Course Number | Course Name | Semester Credit Hours | SCH Breakdown | | | Contact Hour Breakdown | | Certification Information |
			Lecture	Lab	Total Contact Hours	Lecture	Lab	Certification Name
	Humanities/Fine Arts	3						
	Social/Behavioral Sciences	3						
	Math/Science	3						
	Academic electives	6						
	TOTAL	**15**						

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[1] Southern Association of Colleges and Schools Commission on Colleges. (2017). *The Principles of Accreditation: Foundations for Quality Enhancement*. Retrieved from http://www.sacscoc.org/2017ProposedPrinc/Proposed%20Principles%20Adopted%20by%20BOT.pdf

Business Technology Course Listing

Any course from this list maybe used as an elective if not already counted in a student's program of study as a required course.

| Course Number | Course Name | Semester Credit Hours | SCH Breakdown | | | Total Contact Hours | Contact Hour Breakdown | | | Certification Information |
			Lecture	Lab	Clinical/ Internship		Lecture	Lab	Clinical/ Internship	Certification Name
BOT 1013	Introduction to Keyboarding	3	2 or 3	0 or 2		45 or 60				
BOT 1111	Business Technology Seminar I	1	1			15	15			
BOT 1123	Keyboard Skillbuilding	3	2 or 3	0 or 2		45 or 60				
BOT 1213	Professional Development	3	2 or 3	0 or 2		45 or 60				
BOT 1221	Business Technology Seminar II	1	1			15	15			
BOT 1233	Microsoft® Word® I	3	2 or 3	0 or 2		45 or 60				OPAC Word® Basic or MOS MS Word®
BOT 1243	Microsoft® Word® II	3	2 or 3	0 or 2		45 or 60				OPAC Word Intermediate
BOT 1273	Introduction to Microsoft® Office®	3	2 or 3	0 or 2		45 or 60				
BOT 1313	Applied Business Math	3	2 or 3	0 or 2		45 or 60				
BOT 1363	Information Management and Design	3	2 or 3	0 or 2		45 or 60				
BOT 1433	Business Accounting	3	2 or 3	0 or 2		45 or 60				
BOT 1443	Advanced Business Accounting	3	2 or 3	0 or 2		45 or 60				
BOT 1453	Introduction to Business Management	3	2 or 3	0 or 2		45 or 60				
BOT 1473	Introduction to Marketing	3	2 or 3	0 or 2		45 or 60				
BOT 1493	Social Media Management & Marketing	3	2 or 3	0 or 2		45 or 60				

Course	Title										Certification
BOT 1613	Medical Terminology I	3	2 or 3	0 or 2		45 or 60					
BOT 1623	Medical Terminology II	3	2 or 3	0 or 2		45 or 60					OPAC Medical Terminology
BOT 1643	Pathophysiology	3	2 or 3	0 or 2		45 or 60					
BOT 1713	Mechanics of Communication	3	2 or 3	0 or 2		45 or 60					OPAC Proofreading
BOT 1763	Communication Essentials	3	2 or 3	0 or 2		45 or 60					OPAC Proofreading
BOT 1823	Microsoft® Excel® I	3	2 or 3	0 or 2		45 or 60					OPAC Excel® Basic or MOS MS Excel®
BOT 1853	Microsoft® Excel® II	3	2 or 3	0 or 2		45 or 60					OPAC Excel® Intermediate
BOT 2111	Business Technology Seminar III	1	1			15	15				
BOT 2121	Business Technology IV	1	1			15	15				
BOT 2133	Desktop Publishing	3	2 or 3	0 or 2		45 or 60					
BOT 2183	Career Readiness	3	2 or 3	0 or 2		45 or 60					
BOT 2233	Human Resource Management	3	2 or 3	0 or 2		45 or 60					
BOT 2333	Microsoft® Access®	3	2 or 3	0 or 2		45 or 60					OPAC Database or MOS MS Access®
BOT 2413	Computerized Accounting	3	2 or 3	0 or 2		45 or 60					
BOT 2423	Income Tax Accounting	3	2 or 3	0 or 2		45 or 60					
BOT 2433	QuickBooks®	3	2 or 3	0 or 2		45 or 60					OPAC QuickBooks or QuickBooks
BOT 2463	Payroll Accounting	3	2 or 3	0 or 2		45 or 60					
BOT 2473	Cost Accounting	3	2 or 3	0 or 2		45 or 60					
BOT 2523	Medical Transcription I	3	2 or 3	0 or 2		45 or 60					
BOT 2613	Entrepreneurial Problem Solving	3	2 or 3	0 or 2		45 or 60					

Code	Course									
BOT 2623	Principles of Business Finance	3	2 or 3	0 or 2		45 or 60				
BOT 2643	CPT Coding	3	2 or 3	0 or 2		45 or 60				
BOT 2653	ICD Coding	3	2 or 3	0 or 2		45 or 60				
BOT 2663	Advanced Coding	3	2 or 3	0 or 2		45 or 60				
BOT 2673	Medical Insurance Billing	3	2 or 3	0 or 2		45 or 60				
BOT 2723	Administrative Office Procedures	3	2 or 3	0 or 2		45 or 60				
BOT 2743	Medical Office Concepts	3	2 or 3	0 or 2		45 or 60				
BOT 2753	Medical Information Management	3	2 or 3	0 or 2		45 or 60				
BOT 2763	Electronic Health Records	3	2 or 3	0 or 2		45 or 60				
BOT 2813	Business Communication	3	2 or 3	0 or 2		45 or 60				OPAC Proofreading
BOT 2823	Communication Technology	3	2 or 3	0 or 2		45 or 60				
BOT 2833	Integrated Computer Applications	3	2 or 3	0 or 2		45 or 60				
BOT 2913	Supervised Work Experience	3	0	0	9	135				
BOT 2923	BOT Externship and Seminar	3	2	0	3	75				
BOT 2933	Health-Care Data Internship	3	2	0	3	75				
BOT 294(1-6)	Special Projects in Business Technology									
GMT 1113	Casino Business Strategy and Operations	3	3	0		45				
GMT 1123	Casino Customer Service	3	3	0		45				
GMT 1133	Casino Financial Accounting	3	3	0		45				

GMT 1143	Casino and Resort Marketing	3	3	0		45			
GMT 1153	Casino and Resort Management	3	3	0		45			
SSP 100(2-3)	Smart Start 101	2-3							
WBL 191(1-3) WBL 192(1-3) WBL 193(1-3) WBL 291(1-3) WBL 292(1-3) WBL 293(1-3)	Work-Based Learning	1-3			3-9	45-135			
	Instructor Approved Electives per Local Community College								

COURSE DESCRIPTIONS

Course Number and Name: **BOT 1013**   **Introduction to Keyboarding**

Description: This course provides an introduction to keyboarding skill development using the touch system on the alphabetic keyboard. Course emphasis will be on speed and accuracy when keying documents and timed writings.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 *OR*
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Apply appropriate techniques to produce alphanumeric material. [OPAC Keyboarding]
   a. Operate the keyboard.
      (1) Demonstrate proper keyboarding techniques using the touch system.
      (2) Key straight-copy material at a minimum of 35 GWPM, on a 5-minute timed writing, with a maximum of 1 error per minute.

National Standard
OPAC Keyboarding

Course Number and Name: **BOT 1111**   **Business Technology Seminar I**

Description: This course is designed for students to participate in activities of various professional organizations such as the SkillsUSA and other student activities. Leadership skills, an understanding of group dynamics, educational enrichment, stimulation of enthusiasm and interest, community service and rapport among health Education professionals are outcomes of this course. One hour per week with additional activities to meet organizational goals.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
1	1	0	15

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Discuss interaction and cooperation in the modern workplace
    a. Demonstrate communication skills by actively participating in program and campus activities.
    b. Evaluate new materials added to the classroom.

2. Discuss and implement community participation
    a. Actively participate in a class organized community service project.

Course Number and Name: **BOT 1123**   **Keyboarding Skillbuilding**

Description: This course further develops keyboard techniques emphasizing speed and accuracy.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 *OR*
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1.   Key three different (straight-copy) 5-minute timed writings at a minimum of 50 GWPM with a maximum of one error per minute.

Course Number and Name: **BOT 1213**   **Professional Development**

Description: This course emphasizes an awareness of interpersonal skills essential for job success.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 *OR*
3	2	2	60

Pre-requisite: Instructor Approved

Student Learning Outcomes:

1. Develop skills for professional development.
    a. Describe the benefits of professional affiliations and certification programs.
    b. Develop a plan for personal, educational, and professional growth.
    c. Interpret ethical and legal responsibilities of office personnel.

2. Demonstrate essential skills for the employment process.
    a. Identify techniques to build a positive self-image.
    b. Project a professional image by applying the basics of good health practices, personal grooming, and selecting a proper wardrobe.
    c. Research sources for locating job opportunities.
    d. Explore effective employment skills.

3. Demonstrate interpersonal skills that affect personal and professional development.
    a. Discuss principles of effective time, stress, and money management.
    b. Demonstrate business etiquette skills in professional situations.
    c. Apply problem-solving and conflict-resolution skills to given case studies.
    d. Analyze case studies to demonstrate self-motivation, self-management, ethical business practices, a positive attitude, and problem-solving skills.
    e. Demonstrate appropriate verbal and nonverbal communication and listening skills that demonstrate sensitivity to diverse populations, including people from various cultural backgrounds and those with special needs.

Course Number and Name: **BOT 1221**   **Business Technology Seminar II**

Description: This course is designed for students to participate in activities of various professional organizations such as the SkillsUSA and other student activities. Leadership skills, an understanding of group dynamics, educational enrichment, stimulation of enthusiasm and interest, community service and rapport among health education professionals are outcomes of this course. One hour per week with additional activities to meet organizational goals.

Hour Breakdown:

Semester Credit Hours	Lecture	Lab	Contact Hours
1	1	0	15

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Discuss interaction and cooperation in the modern workplace
    a. Demonstrate communication skills by actively participating in program and campus activities.
    b. Evaluate new materials added to the classroom.

2. Community participation
    a. Actively participate in a class organized community service project.

Course Number and Name: BOT 1233   Microsoft® Word® I

Description: This course focuses on improving keyboarding techniques using the touch method and on production of documents using Microsoft® Word® functions.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 **OR**
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Improve keyboarding skills.
    a. Refine basic keyboarding techniques using the touch method.
    b. Key straight-copy material at a minimum of 40 GWPM on a 5-minute timed writing with a maximum of one error per minute.

2. Apply word processing skills to produce and format business documents with speed and accuracy. OPAC Basic Word 2019

    a. Produce letters, memorandums, and envelopes at a satisfactory production rate.
    b. Produce and assemble simple business reports with cover page and references at a satisfactory production rate.
    c. Create and format tables, headers, and footers.
    d. Create, insert, highlight, cut, copy, paste, and modify text fonts.
    e. Insert pictures, dates, symbols, superscripts, and hyperlinks.
    f. Format pages (margins, page numbers, page breaks, paragraph spacing, page orientation)
    g. Demonstrate how to preview and save files.
    h. Solve common word processing problems applying standard business practices.

<u>**National Standard**</u>
OPAC Basic Word 2019

Course Number and Name: **BOT 1243   Microsoft® Word® II**

Description: This course is a continuation of Microsoft® Word® I and focuses on production of documents using Microsoft® Word®. Production with accuracy is stressed and practice is given through a variety of documents for skillbuilding.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 *OR*
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Apply word processing skills to produce and format complex business documents with speed and accuracy.
    a. Produce business forms and documents at a satisfactory production rate.
    b. Create multi-page reports with title page, indexes, table of contents, references, footnotes, endnotes, cross-references, sections, and styles.

2. Use advanced word processing functions. ^{OPAC Intermediate Word 2019}
    a. Customize business documents.
        (1) Control pagination.
        (2) Sort paragraphs in lists and tables.
        (3) Perform calculations in tables.
        (4) Create, modify, and position graphics.
        (5) Align text and graphics.
    b. Demonstrate workgroup collaboration.
        (1) Track, accept, and reject changes to documents.
        (2) Merge input from several reviewers.
        (3) Insert and modify hyperlinks to other documents and web pages.
        (4) Protect documents.
    c. Combine documents using software features.
        (1.) Merge variable and constant information to create new documents.
        (2.) Merge letters and labels with a word processing, spreadsheet, or database data source.

National Standard
OPAC Intermediate Word 2019

Course Number and Name: BOT 1273 Introduction to Microsoft® Office®

Description: This course will introduce an operating system and word processing, spreadsheet, database management, and presentation software applications using the Microsoft® Office® suite.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 *OR*
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Demonstrate skills using a variety of software applications.
    a. Use operating system software.
        (1) Apply basic operating system commands.
        (2) Demonstrate proper file and disk management.
    b. Use word processing software.
        (1) Define terminology related to word processing.
        (2) Produce documents using basic word processing features to include margins, tabs, line spacing, underlining, boldface, centering, inserting, deleting, spell-checking, saving, retrieving, and printing.
    c. Use spreadsheet application software.
        (1) Define terminology related to spreadsheet applications.
        (2) Apply basic spreadsheet software features to include alphabetic, numeric, and alphanumeric cell entries, values, formulas, column-widths, column and row headings, deleting, inserting, saving, and printing.
    d. Use database application software.
        (1) Define terminology related to database applications.
        (2) Apply basic database software features to design a file, add records, edit records, generate reports, and select certain records from files.
    e. Use presentation software.
        (1) Define terminology related to presentation applications.
        (2) Apply basic presentation software features to include slide development, transitions, and animation.

Course Number and Name: **BOT 1313   Applied Business Math**

Description: This course is designed to develop competency in mathematics for business use.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 *OR*
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Solve mathematical problems using a calculator or numeric keypad.
    a.   Analyze the problem.
    b.   Perform mathematical computations.
    c.   Round numbers and estimate a solution to the problem.
    d.   Compare estimated solutions with computed solutions.

2. Calculate business transactions for reports, documents, and personal finances.
    a.   Complete and verify various business forms including calculating discounts on invoices.
    b.   Compute and compare interest and finance charges.
    c.   Calculate percent of increase/decrease.
    d.   Compute payroll and taxes.
    e.   Compute commission, markup, and selling price.
    f.   Reconcile a bank statement.
    g.   Compute personal taxes.
    h.   Compute insurance costs.

Course Number and Name: BOT 1363   Information Management and Design

Description: This course introduces students to the word processing cycle and how word processing is used in the work place. This course is for anyone who needs to prepare their own business documents. Students will use the Microsoft® Word application to create and edit business documents, enhance page layout, create tables, create reports, create columns, and create form letters and merge with a mailing list. Other topics covered include: Styles, templates, mailing labels, drawing objects, graphics, and WordArt. After this course, the student would be prepared to take the Microsoft® Office® Certified Application Specialist Exam for Word or the OPAC Microsoft® Word Basic.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 ***OR***
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Use Microsoft® Office® Word to create and edit business documents, enhance page layout, create tables, create reports, create columns, and create form letters and merge with a mailing list.

2. Create a variety of business documents using word processing functions with a focus on accuracy.

3. Improve keyboarding skills.
    a. Refine basic keyboarding techniques using the touch method.
    b. Key straight-copy material at a minimum of 40 GWPM on a 5-minute timed writing with a maximum of one error per minute.

Course Number and Name: BOT 1433 Business Accounting

Description: This course is designed to develop an understanding of analyzing, recording, classifying, and summarizing financial information of a sole proprietorship with insight into interpreting and reporting the resulting effects upon the business.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 *OR*
3	2	2	60

Pre-requisite: Instructor Approved

Student Learning Outcomes:

1. Analyze business transactions in terms of the accounting equation.
2. Determine the effects of business operations on owner's equity using the basic accounting equation.
3. Analyze the flow of financial data, using the basic accounting cycle.
4. Prepare a bank reconciliation and journalize entries.
5. Classify, journalize, and post financial information.
6. Perform end-of-period accounting functions.
7. Prepare a balance sheet, an income statement, and a statement of owner's equity.
8. Maintain accounting records for a sole proprietorship, including service and merchandising enterprises.
9. Explain the importance of internal controls.

Course Number and Name: **BOT 1443   Advanced Business Accounting**

Description: This course is a continuation of Business Accounting with emphasis in advanced accounting topics.

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 *OR*
3	2	2	60

Hour Breakdown:

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Apply advanced accounting principles and procedures.
    a. Account for inventory and plant assets in a sole proprietorship.
        (1) Calculate the cost of inventory using various methods, to include FIFO, LIFO, and average cost.
        (2) Calculate depreciation using various methods.
        (3) Journalize entries for the purchase, trade, and disposal of plant assets.
    b. Prepare a statement of cash flows using the indirect method.
    c. Journalize entries for the allowance method of accounting for uncollectible.
    d. Estimate uncollectible receivables based on sales and an analysis of receivables.
    e. Journalize entries for notes receivables transactions.
    f. Use special journals for recording transactions.
    g. Journalize entries for corporations, partnerships, and LLCs.

Course Number and Name: BOT 1453 Introduction to Business Management

Description: Study of the basic principles and managerial functions of organizations management with special emphasis on planning, organizing, coordinating, commanding, and controlling. The importance of managing competitively and intelligently within a diverse environment is stressed. Situational cases are completed to reinforce decision-making in each of the function areas. The course will also consist of a series of 'mini' presentations related to each of the topics, delivered by different types of business managers and guest speakers.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 *OR*
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Understand and define the basic economic systems of a business.
2. Know how to plan a business by proper selections of business ownership, business ethics, and social responsibilities.
3. Differentiate between ethical and unethical business practices.
4. Understand the management process and the importance of managing competitively and intelligently within a diverse environment.
5. Use case studies to apply decision making in the functional areas of planning, organizing, coordinating, commanding, and controlling.

Course Number and Name: **BOT 1473   Introduction to Marketing**

Description: This course surveys American and international marketing systems in
                                    the development, pricing, distribution, and promotion of products
                                    and services. Concepts, practices, and policies of manufacturers,
                                    wholesalers, and retailers are included. Current trends and
                                    developments in marketing practices are analyzed and strategic
                                    marketing ideas are implemented in group and individual cases.

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 **OR**
3	2	2	60

Hour Breakdown:

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Discuss various marketing strategies.
   a. Explain the definition of marketing and its place in the free-enterprise system.
   b. Identify and analyze the external and internal influences that affect marketing decisions.
   c. Identify each element of the marketing mix; price, product, place, and promotion.
   d. Identify and contrast marketing strategies used for the consumer and industrial or business markets.
   e. Analyze appropriate target markets and strategies.
   f. Determine classifications of good and services within the appropriate stage of the product life cycle.
   g. Contrast the industrial/business to business/organizational market with the consumer markets.

2. Apply the concepts of economics within marketing activities.
   a. Explain and analyze the effect of supply and demand on the marketing variables.
   b. Determine appropriate criteria and stages in the development of new products.
   c. Explain pricing strategies for new product development.
   d. Explain concepts of marketing research.

Course Number and Name: BOT 1493   Social Media Management & Marketing

Description: This course teaches students how to develop and maintain a social media presence in a personal and professional capacity. Students will engage in community and internet-based projects with special emphasis on blogs, wikis, social networking sites, photo-sharing sites, instant messaging, video sharing sites, podcasts, widgets, virtual worlds, and more.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 *OR*
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Define social media and the cultural understanding of its impact on business.
    a. Research the history of social media.
    b. Identify the types of social media available.
2. Analyze the use of social media and the role it plays in marketing communications.
    a. Learn how to identify the target audience.
    b. Understand the impact of social media on marketing goals and strategies.
3. Discuss the ethics of social media.
4. Describe mobile applications associated with business.
5. Develop social media marketing plan.

Course Number and Name: **BOT 1613   Medical Terminology I**

Description: This course is an introduction to medical language relating to the various body systems including human anatomy and physiology, diseases/pathology, physical conditions, procedures, clinical specialties, and abbreviations. Emphasis is placed on correct spelling and pronunciation.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 *OR*
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Recognize and discuss word components, terms, procedures, abbreviations, and symbols related to the various body systems.
    a.   Identify combining forms, suffixes, and prefixes related to the various body systems.
    b.   Identify and discuss disease/pathology terms related to the various body systems.
    c.   Identify diagnostic imaging, clinical, surgical, and laboratory procedures related to the various body systems.
    d.   Identify abbreviations and symbols related to the various body systems.
    e.   Define, spell, pronounce, and use medical terms.
    f.   Recognize terminology related to diagnoses, tests, and treatment modalities.

2. Demonstrate ability to communicate information using medical terms in a clear, concise manner.
    a.   Read and comprehend medical terminology as viewed in medical documents.
    b.   Discuss medical terminology used in medical documents.

Course Number and Name: **BOT 1623**   **Medical Terminology II**

Description: This course is a continuation of Medical Terminology I (BOT 1613), which
                                      includes medical language relating to the various body systems including
                                      human anatomy and physiology, diseases/pathology, physical conditions,
                                      procedures, clinical specialties, and abbreviations. Emphasis is placed on
                                      correct spelling and pronunciation.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 *OR*
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Use medical terminology. OPAC Medical Terminology
   a. Recognize and discuss word components, terms, procedures, abbreviations, and symbols related to
      the various body systems.
   b. Identify combining forms, suffixes, and prefixes related to the various body systems.
   c. Identify and discuss disease/pathology terms related to the various body systems.
   d. Identify diagnostic imaging, clinical, surgical, and laboratory procedures related to the various body
      systems.
   e. Identify abbreviations and symbols related to the various body systems.
   f. Define, spell, pronounce, and use medical terms.
   g. Recognize terminology related to diagnoses, tests, and treatment modalities.

2. Demonstrate ability to communicate information using medical terms in a clear, concise manner. OPAC
   Medical Terminology
   a. Read and comprehend medical terminology as viewed in medical documents.
   b. Discuss medical terminology used in medical documents.

National Standard
OPAC Medical Terminology

Course Number and Name: **BOT 1643   Pathophysiology**

Description: This course will provide an in-depth study of common disease processes and disorders with emphasis placed on etiology, symptoms, diagnoses, treatments, and disease prevention.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 *OR*
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Identify general concepts of disease and principles of diagnosis by body system. [OPAC Medical Terminology]
    a. Discuss the clinical characteristics and effects of inflammation.
    b. Discuss the pathogenicity, epidemiology, and control of infectious diseases.
    c. Discuss the etiology and diagnosis of neoplastic, genetic, and systemic diseases.

2. List classifications of diseases. [OPAC Medical Terminology]

3. Identify diagnostic methodologies and procedures. [OPAC Medical Terminology]
    a. Explain the use of diagnostic tests and procedures.
    b. Identify common medications used to treat disease processes in the body.

National Standard
OPAC Medical Terminology

Course Number and Name:　　　　**BOT 1713**　　**Mechanics of Communication**

Description:　　　　　　　This course is designed to develop the basic English competencies
　　　　　　　　　　　　necessary for success in the business world. A study of the parts of speech,
　　　　　　　　　　　　sentence structure, sentence types, capitalization, punctuation, and
　　　　　　　　　　　　spelling is emphasized.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 **OR**
3	2	2	60

Pre-requisite:　　　　　　Instructor Approved

Student Learning Outcomes:

1. Use effective grammar, punctuation, vocabulary and editing skills. OPAC Proofreading
    a. Construct complete sentences that convey ideas clearly.
    b. Correctly utilize the parts of speech.
    c. Use proper punctuation and editing skills.
    d. Capitalize words according to accepted standards.
    e. Use correct form in writing numbers in communication.
    f. Use reference materials such as standard office manual, dictionary, and thesaurus.

National Standard
OPAC Proofreading

Course Number and Name: **BOT 1763**   **Communication Essentials**

Description: This course focuses on the basic English competencies and communication skills necessary to be successful and effective in the workplace in addition to effectively contributing to a team while working with a diverse population.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 *OR*
3	2	2	60

Pre-requisite: Instructor Approved

Student Learning Outcomes:

1. Use effective grammar, punctuation, vocabulary and editing skills. [OPAC Proofreading]
    a. Construct complete sentences that convey ideas clearly.
    b. Correctly utilize the parts of speech.
    c. Use proper punctuation and editing skills.
    d. Capitalize words according to accepted standards.
    e. Use correct form in writing numbers in communication.
    f. Use reference materials such as standard office manual, dictionary, and thesaurus.

2. Prepare documents involved in a job search process.
    a. Construct or update a resume.
    b. Compose a letter of application.
    c. Compose a follow-up letter.
    d. Complete an employment application utilizing PDF file or other application software.
    e. Apply appropriate techniques for employment interviews.

3. Compose effective oral, written, and electronic communications in a business environment. [OPAC Proofreading]
    a. Identify direct, indirect, and persuasive approaches to writing business correspondence.
    b. Develop skills to produce, clear, concise, complete, accurate, and courteous messages.
    c. Compose effective memos, business letters, and email messages.
    d. Implement appropriate skills for communicating with diverse audiences.

National Standard
OPAC Proofreading

Course Number and Name: BOT 1823 Microsoft® Excel® I

Description: This course focuses on application Microsoft® Excel® as an aid to management decision making.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 *OR*
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Demonstrate electronic spreadsheet applications. [OPAC Excel or MOS Excel]
    a. Define terminology related to spreadsheet applications.
    b. Design and format effective spreadsheets.
        (1) Enter, edit, insert, delete, and move cell data.
        (2) Find and replace cell data and formats.
        (3) Apply and modify cell formats and row and column settings.
        (4) Use automated tools in formatting.
        (5) Use spell-check.
    c. Create and revise formulas, using functions and relative and 3-D references.
    d. Create, modify, position, print, and interpret charts and graphs.
    e. Utilize basic database functions of electronic spreadsheet software, including filtering, subtotals, and sorting using multiple fields.
    f. Manage and customize spreadsheet files and folders.
        (1) Create spreadsheets using templates, and save using different names and file formats.
        (2) Insert and delete worksheets in a workbook, and modify worksheet names and positions.
        (3) Convert worksheets into Web pages, and create hyperlinks.
        (4) View and edit comments.
        (5) Protect spreadsheets and spreadsheet elements.

National Standard
OPAC Excel Basic or MOS Excel

Course Number and Name: **BOT 1853   Microsoft® Excel® II**

Description: This course is a continuation of Microsoft® Excel® I and focuses on advanced functions and applications of the software.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 *OR*
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Demonstrate advanced electronic spreadsheet applications. [OPAC Excel Intermediate]
   a. Create advanced functions and formulas.
   b. Demonstrate proper use of PivotTables.
   c. Import and export data from Excel® to and from other applications.
   d. Share Excel® files and incorporate web-related information.
   e. Demonstrate advanced worksheet management in Excel®.
   f. Create macros that run in Excel®.
   g. Link and export data to word processing documents and presentations.
   h. Perform what-if analyses using Excel®.

2. Utilize advanced database functions of electronic spreadsheet software, including filtering, subtotals, and sorting using multiple fields.

National Standard
OPAC Excel Intermediate

Course Number and Name: BOT 2111   Business Technology Seminar III

Description: This course is designed for students to participate in activities of various professional organizations such as the SkillsUSA and other student activities. Leadership skills, an understanding of group dynamics, Educational enrichment, stimulation of enthusiasm and interest, community service and rapport among health Education professionals are outcomes of this course. One hour per week with additional activities to meet organizational goals.

Hour Breakdown:

Semester Credit Hours	Lecture	Lab	Contact Hours
1	1		15

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Interaction and cooperation in the modern workplace
    a. Demonstrate communication skills by actively participating in program and campus activities.
    b. Evaluate new materials added to the classroom.

2. Community participation
    a. Actively participate in a class organized community service project.

Course Number and Name: BOT 2121   Business Technology Seminar IV

Description: This course is designed for students to participate in activities of various professional organizations such as the SkillsUSA and other student activities. Leadership skills, an understanding of group dynamics, Educational enrichment, stimulation of enthusiasm and interest, community service and rapport among health Education professionals are outcomes of this course. One hour per week with additional activities to meet organizational goals.

Hour Breakdown:

Semester Credit Hours	Lecture	Lab	Contact Hours
1	1		15

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Interaction and cooperation in the modern workplace
   a. Demonstrate communication skills by actively participating in program and campus activities.
   b. Evaluate new materials added to the classroom.

2. Community participation
   a. Actively participate in a class organized community service project.

Course Number and Name: **BOT 2133**   **Desktop Publishing**

Description: This course will present graphic design techniques, principles of page layout

and design, and electronic publishing terminology and applications to create a variety of documents such as flyers, brochures, newsletters, and business cards using advanced features of desktop publishing software.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 *OR*
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Demonstrate knowledge of publishing concepts, ethics, and laws.
    a. Define terminology related to the publishing industry.
    b. Identify basic principles of design.
    c. Discuss copyright laws pertaining to scanned images and electronic clip art used in publications.
    d. Analyze situations where scanned images and electronic graphics may legally be used but are ethically questionable.

2. Design effective publications and multiple page documents using advanced features of desktop publishing software.
    a. Determine the best type of publication based upon the purpose, intended audience, cost limitations, and time constraints.
    b. Produce effective presentations of text including appropriate typefaces, type sizes, leading, alignment, spacing, kerning, special characters, and emphasis features.
    c. Plan and create effective layouts including line length, white space, columns, margins, and graphic placement.
    d. Incorporate in publications a variety of graphic elements including clip art, boxes, shading, rules, and illustrations created with drawing and paint tools.
    e. Import charts, text, tables, and photos into publications.
    f. Generate a variety of documents such as flyers, newsletters, bulletins, proposals, reports, business cards, greeting cards, brochures, and forms.
    g. Produce multiple-page and multiple-column documents using style sheets, templates, and keyboard shortcuts.

Course Number and Name: **BOT 2183**   **Career Readiness**

Description: This course is designed to prepare students for employment by teaching the importance of interviewing skills, employer expectations, employability skills, work ethics, and job retention skills.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 ***OR***
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Assess interest and abilities using self-awareness/career interest inventories and integrate a broad range of career interests in a career development plan.
2. Identify personality type and evaluate how that type is reflected in career decision-making and educational advancement.
3. Examine how personal interests are reflected in career decision-making and educational advancement.
4. Define personal learning style and assess how it is reflected in career decision-making and educational advancement.
5. Evaluate standard-of-living choices and assess the impact of those choices on career decision-making and educational advancement.
6. Evaluate personal, financial, and professional goal statements that apply to further education and/or technical training.
7. Develop one-year and five-year education and employment plans and monitor progress toward meeting the goals of each plan.
8. Compose personal and professional goals based on career assessment results.
9. Demonstrate skills to seek employment.
    a. Produce a resume and cover letter.
    b. Complete a job application utilizing PDF file or other application software.
    c. Interview for a job.
    d. Find and pursue employment leads.
    e. Market oneself in the workplace.
10. Demonstrate interpersonal skills that affect personal and professional development.
    a. Discuss principles of effective time, stress, and money management.
    b. Demonstrate business etiquette skills in professional situations.
    c. Apply problem-solving and conflict-resolution skills to given case studies.
    d. Analyze case studies to demonstrate self-motivation, self-management, ethical business practices, a positive attitude, and problem-solving skills.
    e. Demonstrate appropriate verbal and nonverbal communication and listening skills that demonstrate sensitivity to diverse populations, including people from various cultural backgrounds and those with special needs.

Course Number and Name: **BOT 2233**   **Human Resource Management**

Description: This course provides a general overview of the concepts and applications of the many parts of Human Resources (HR). Students will learn how the interdependence of the major topics in HR are created and implemented through the use of real-world HR issues, community projects, and case studies.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 *OR*
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Identify the information relative to the placement, training, and development of human resources.
    a. Discuss government regulations that impact human resources
    b. Demonstrate various motivational methods for improving performance.
    c. Demonstrate the roles managers play in employee relations.
    d. Explain wage and salary, fringe benefits, and other compensation incentives.
    e. Discuss OSHA, EEOC, and other state and federal regulations.
    f. Identify selection and termination procedures, including interviewing and resume evaluations.
    g. Discuss appraisal and performance review, including discipline, and training.
    h. Discuss policy and procedure manuals.

2. Discuss and analyze unexpected problems that often arise in a workplace environment.
    a. Identify potential crisis management situations.
    b. Discuss the importance or crisis management planning.
    c. Identify important characteristics of a company spokesperson.

Course Number and Name: **BOT 2333   Microsoft® Access®**

Description: This course applies database concepts for designing and manipulating data
                                                 files and formatting output as complex documents and reports using
                                                 Microsoft® Access®.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 *OR*
3	2	2	60

Pre-requisite: Instructor Approved

Student Learning Outcomes:

   1. Manipulate database files, and format complex documents and reports. [OPAC Access 2019]
        a. Design and create a database using specific criteria.
              (1) Open objects in multiple views.
              (2) Move among records.
              (3) Create and modify tables.
              (4) Create lookup fields, and modify field properties.
        b. Modify database file structure and records to produce desired output.
              (1) Create and modify queries.
              (2) Enter, edit, sort, filter, and delete records.
        c. Demonstrate file management techniques.
        d. Define and create relationships enforcing referential integrity.
        e. Create, format, preview, and print reports.
        f. Design, create, and modify custom screen formats.
        g. Create and manipulate data using multiple databases.
        h. Perform mathematical operations, and relate their applications to existing information in a database.

   National Standard
   OPAC Access 2019

Course Number and Name: **BOT 2413   Computerized Accounting**

Description: This course provides a general overview of the concepts and applications of the many parts of Human Resources (HR). Students will learn how the interdependence of the major topics in HR are created and implemented through the use of real-world HR issues, community projects, and case studies.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 *OR*
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Identify the information relative to the placement, training, and development of human resources.
    a. Discuss government regulations that impact human resources
    b. Demonstrate various motivational methods for improving performance.
    c. Demonstrate the roles managers play in employee relations.
    d. Explain wage and salary, fringe benefits, and other compensation incentives.
    e. Discuss OSHA, EEOC, and other state and federal regulations.
    f. Identify selection and termination procedures, including interviewing and resume evaluations.
    g. Discuss appraisal and performance review, including discipline, and training.
    h. Discuss policy and procedure manuals.

2. Discuss and analyze unexpected problems that often arise in a workplace environment.
    a. Identify potential crisis management situations.
    b. Discuss the importance or crisis management planning**.**
    c. Identify important characteristics of a company spokesperson.

Course Number and Name: **BOT 2423   Income Tax Accounting**

Description: This course introduces tax accounting including federal income tax laws and
                                                     report preparation.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 *OR*
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Prepare individual federal income tax returns.
    a. Apply basic tax accounting terminology concepts and procedures.
    b. Determine filing status.
    c. Determine gross income and exclusions.
    d. Compute business income and expenses.
    e. Determine itemized deductions.
    f. Determine tax credits.
    g. Calculate capital gains and losses.
    h. Calculate taxable income and tax liability.

Course Number and Name: **BOT 2433   QuickBooks®**

Description: This course applies basic accounting principles using QuickBooks®.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 *OR*
3	2	2	60

Prerequisite: Instructor Approval

Student Learning Outcomes:

1. Create and manipulate vendor profiles and accounts payable. OPAC Quickbooks, Intuit Quickbooks
    a. Enter bill
    b. Pay bill
    c. Write checks

2. Create and manipulate customer profiles and accounts receivable. OPAC Quickbooks, Intuit Quickbooks
    a. Prepare invoices
    b. Receive payments
    c. Enter sales receipts
    d. Make deposits

3. Enter and update inventory. OPAC Quickbooks, Intuit Quickbooks

4. Create company from scratch. OPAC Quickbooks, Intuit Quickbooks

5. Maintain, calculate and prepare payroll records. OPAC Quickbooks, Intuit Quickbooks

6. Create reports and charts. OPAC Quickbooks, Intuit Quickbooks

National Standard
OPAC Quickbooks
Intuit Quickbooks

Course Number and Name: **BOT 2463**   **Payroll Accounting**

Description: This course provides an in-depth study of payroll accounting.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 *OR*
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Demonstrate an understanding of payroll accounting concepts.
   a. Understand the need for payroll and personnel records.
   b. Identify the various laws affecting payroll operations including the Fair Labor Standards Act.
   c. Prepare a payroll register using various ways of calculating employee wages.
   d. Journalize payroll transactions.
   e. Prepare various monthly, quarterly, and yearly reports and payroll tax forms.
   f. Comply with federal and state withholding tax deposit requirements.

Course Number and Name: BOT 2473   Cost Accounting

Description: This course provides an in-depth study of cost accounting for manufacturing business.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 *OR*
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1.   Demonstrate principles of cost accounting for a manufacturing business.
   a. Compare cost and financial accounting.
   b. Explain the support function of managerial accounting in the overall management picture.
   c. Compute direct and indirect costs.
   d. Examine the financial statement elements and cost relationships for a manufacturing business.
   e. Journalize entries for process cost systems and job cost systems.
   f. Prepare a cost of production report.
   g. Apply cost-volume-profit analysis.
   h. Apply the budgeting process to control operational decision making.

Course Number and Name: **BOT 2523   Medical Transcription I**

Description: This course is designed to teach transcription of various medical documents.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 *OR*
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Demonstrate proper and effective use of transcription equipment.
   a. Acquire proper techniques for the use of transcription equipment.
   b. Transcribe medical reports accurately and expediently from various medical specialties.
       (1) Apply medical terminology, and spell medical terms correctly.
       (2) Recognize spoken medical terms and categories.
       (3) Accurately and expediently transcribe reports from various medical specialties.
       (4) Transcribe medical reports dictated by doctors with foreign accents.
   c. Select and use appropriate references.
       (1) Use hard copy resources to include medical and traditional dictionaries (abridged and unabridged) and pharmacology references.
       (2) Use electronic medical resources.

Course Number and Name: BOT 2613   **Entrepreneurial Problem Solving**

Description: This course is designed to develop business students into entrepreneurs capable of operating their own companies and to reduce the high failure rate of starting, conducting, and expanding a business. Students will gain experience in problem solving through visits to businesses, analyses of case studies, and projects and surveys of current business practices.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 *OR*
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Develop an understanding of the entrepreneurial opportunities in the global economy.
2. Understand the risks and opportunities of entrepreneurship.
3. Identify the competitive advantage in the marketplace that will afford an entrepreneurial opportunity.
4. Identify the characteristics that are typically required for successful entrepreneurship.
5. Understand the process of building customer loyalty.
6. Develop a keen focus on customer service and ethical conduct.
7. Develop problem solving skills in all phases of management/ownership through case studies ranging from human resource issues to advertising to insurance needs to exit strategies.
8. Develop a business plan.

Course Number and Name: BOT 2623   Principles of Business Finance

Description: This course is designed to provide a study of how financial data are gathered, analyzed, and used by management in planning and controlling business activities.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 *OR*
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Discuss basic financial and economic concepts.
2. Discuss financial management and planning.
3. Discuss the use of financial statements in doing financial analysis.
4. Understand basic time value of money concepts.
5. Understand the role of budgeting in controlling the bottom line.
6. Understand personal finance and analyzing alternative investment and financing selections.
7. Understand basic profit, profitability, and financial ratios.

Course Number and Name: **BOT 2643**   **CPT Coding**

Description: This course is an introduction to the field of outpatient procedural coding and requirements for insurance reimbursement.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 ***OR***
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Examine the purpose and use of the Current Procedural Terminology (CPT) coding manual.
    a. Discuss the history of CPT coding.
    b. Recognize and apply the conventions, format, index considerations, and guidelines.
    c. Distinguish among patient statuses, places of service, and types of service.

2. Apply CPT coding guidelines.
    a. Assign specialty codes using the CPT system.
    b. Assign appropriate modifiers.
    c. Assign procedure codes using Healthcare Common Procedure Coding System (HCPCS).

Course Number and Name: **BOT 2653   ICD Coding**

Description: This course is an introduction to the field of diagnostic and inpatient procedural coding.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 *OR*
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Examine the purpose and use of the International Classification of Diseases (ICD) coding manual.
    a. Discuss the history of ICD coding.
    b. Apply ICD coding conventions, format, index considerations, and guidelines.
    c. Apply coding guidelines and sequencing rules.
    d. Assign diagnosis codes to the highest level of specificity using the ICD system.
    e. Assign appropriate Health Status/Health Services codes and External Causes of Injury and Poisoning codes.

2. Assign inpatient procedural codes to the highest level of specificity using the ICD system.

Course Number and Name: **BOT 2663   Advanced Coding**

This course provides an in-depth study of coding competencies in inpatient and outpatient settings. This course also incorporates standards for national certification exams.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 *OR*
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Review, analyze, and interpret medical reports as coding source documents.
   a. Analyze medical reports to determine the appropriate diagnoses/procedure to be coded to reflect the most accurate level of reimbursement.
   b. Verify codes and coding sequence involving complex medical cases.

2. Utilize electronic applications to support clinical classification and coding.
   a. Apply appropriate guidelines to the provider query process.

3. Demonstrate proficiency in coding certification competencies in preparation to sit for a national exam, such as Certified Coding Associate (CCA), Certified Coding Specialist (CCS) or Certified Professional Coder (CPC).

Course Number and Name: BOT 2673   Medical Insurance Billing

Description: This course is a culmination of skills and knowledge of appropriate procedures for generating, processing, and submitting health insurance claims to private and governmental health insurance programs.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 *OR*
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Research and apply information from appropriate current reference guides involving federal, commercial, and general government/state programs.
    a. Access and interpret online manuals.
    b. Complete claim forms for third-party payers.

2. Demonstrate appropriate customer service techniques using effective oral and written communication and conflict resolution.
    a. Explain patient statement/billing procedures to patients/family members.
    b. Simulate communication with various third-party payers regarding claims and bills.
    c. Simulate communication between departments of the hospital and/or physicians' offices.

3. Outline the steps of the billing process.
    a. Identify the origin of itemized charges.

4. Investigate health plan payment denials.
    a. Determine reasons for denial of claims using scenarios.
    b. Perform procedures for resubmitting claims for payment.

5. Examine reimbursement classification systems such as DRGs, APGs, RBRVS, RUGs, APCs, and so forth.
    a. Identify and discuss prospective payment systems related to various health-care facilities.
    b. Evaluate medical reports to determine compliance with reimbursement regulations and standards of various agencies, using examples, simulations, or case studies.
    c. Calculate payments based on case-mix and payment rates, using the payment formula.

Course Number and Name: BOT 2723 Administrative Office Procedures

Description: This course will provide comprehensive coverage and integration of business skills and issues, develop critical-thinking and problem-solving skills, and establish a foundation in business procedures.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 *OR*
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Prioritize the responsibilities of an administrative assistant in relation to global competition with emphasis on personal productivity, customer service, and responsible business practices.
    a. Examine employment, health, and safety issues.
    b. Apply organizational and time management principles to increase productivity.
    c. Process mail, and determine the most appropriate method to use in sending domestic and international mail.
    d. Discuss good telephone protocol.
    e. Demonstrate the procedures involved in making national and international travel arrangements and issues related to such travel.
    f. Plan and conduct a meeting.

2. Update employability skills.
    a. Update a resume and letter of application.
    b. Refine interview skills such as appropriate professional appearance, communication skills, and follow-up procedures.

3. Participate in a team activity.

Course Number and Name: **BOT 2743   Medical Office Concepts**

Description: This course will provide coverage and integration of medical office skills. Problem solving will be emphasized.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 *OR*
3	2	2	60

Pre-requisite: Instructor Approved

Student Learning Outcomes:
1. Apply office management techniques.
    a. Apply medical office administrative responsibilities.
        (1) Simulate medical office telephone techniques.
        (2) Utilize guidelines of medical office appointment scheduling.
        (3) Perform the steps in the medical office filing process.
        (4) Compose written communications.
        (5) Understand insurance verification and claim submission.
    b. Demonstrate medical office management techniques.
        (1) Analyze patient information brochures.
        (2) Determine appropriate office procedures according to the medical documentation and billing cycle.
        (3) Research and present information concerning the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and Health Information Technology for Economic and Clinical Health (HITECH) mandates to include the following:
            • Privacy of health information
            • Standards of electronic transactions of health information and claims
            • Security of electronic health information
            • National identifiers for the parties in health-care transactions
    c. Demonstrate proficiency in daily financial practices.

2. Demonstrate interpersonal skills that affect personal and professional development. [OPAC Medical Proofreading]
    a. Discuss principles of effective time, stress, and money management.
    b. Demonstrate business etiquette skills in professional situations.
    c. Apply problem-solving and conflict-resolution skills to given case studies.
    d. Analyze case studies to demonstrate self-motivation, self-management, ethical business practices, a positive attitude, and problem-solving skills.
    e. Demonstrate appropriate verbal and nonverbal communication and listening skills that demonstrate sensitivity to diverse populations, including people from various cultural backgrounds and those with special needs.

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Course Number and Name:　　　　**BOT 2753**　　　**Medical Information Management**

Description:　　　　　　　This course will provide coverage of medical office practices using software
simulation.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45　***OR***
3	2	2	60

Prerequisite:　　　　　　Instructor Approved

Student Learning Outcomes:

1. Use patient management software to perform the following tasks:
    a.   Input patient information.
    b.   Enter patient transactions.
    c.   Create insurance claims.
    d.   Produce patient statements.
    e.   Enter payments and adjustments.
    f.   Produce reports.
    g.   Create collections letters.
    h.   Explore the various types of health insurance coverage.

2. Discuss the importance of timeliness, completeness, accuracy, and appropriateness of data and data
   sources in regard to patient care, management, billing reports, and/or databases.

Course Number and Name: **BOT 2763**   **Electronic Health Records**

Description: This introductory course covers electronic health records (EHR) in the healthcare environment.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 *OR*
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Distinguish among various Electronic Health Records (EHR).

2. Identify governmental regulations related to EHR including:
    a. Meaningful Use requirements.
    b. Understanding of HITECH standards to maintain compliance in EHR environments.
    c. Definition and application of HIPPA Privacy and Security rules.

3. Demonstrate proper design and implementation of risk management, contingency planning, and data recovery procedures.

4. Apply practical experience with EHR tools and applications.
    a. Enter patient demographics
    b. Schedule new patient appointments
    c. Check-in, registering, and performing online insurance eligibility for new patients
    d. Post insurance co-payments at the time of service
    e. Document clinical encounters
    f. Prepare electronic prescriptions
    g. Prepare electronic encounter forms for billing
    h. Batch and bill electronic and paper claims
    i. Bill secondary insurances
    j. Post insurance payments using remittance advice
    k. Post denials, non-covered services, and deductibles
    l. Track pending payments
    m. Batch invoicing to patients with balances due
    n. Run a journal/daysheet
    o. Post an adjustment for a non-sufficient funds check
    p. Generate and create collection letters

Course Number and Name: **BOT 2813**   **Business Communication**

Description: This course develops communication skills with emphasis on principles of writing business correspondence and reports and preparing presentations.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 *OR*
3	2	2	60

Pre-requisite: Instructor Approved

Student Learning Outcomes:

1. Prepare documents involved in a job search process.
    a. Construct or update a resume.
    b. Compose a letter of application.
    c. Compose a follow-up letter.
    d. Complete an employment application.
    e. Apply appropriate techniques for employment interviews.

2. Compose effective oral, written, and electronic communications in a business environment. [OPAC Proofreading, OPAC Medical Proofreading]
    a. Identify direct, indirect, and persuasive approaches to writing business correspondence.
    b. Develop skills to produce, clear, concise, complete, accurate, and courteous messages.
    c. Compose effective memos, business letters, and email messages.
    d. Implement appropriate skills for communicating with diverse audiences.

National Standard
OPAC Proofreading
OPAC Medical Proofreading

Course Number and Name: **BOT 2823   Communication Technology**

Description: This course will present an overview of the resources available for
                                                      communication using current technology.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 *OR*
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Assess current and emerging technology affecting communication.
    a. Define terms associated with technology in communication.
    b. Communicate via e-mail, fax, and teleconference.
    c. Use foreign language translation software to translate information from two or more languages.
    d. Research and evaluate emerging technologies.

2. Investigate ethical, legal, and security issues pertaining to online resources.

3. Present information using current technology.
    a. Create and deliver a presentation using presentation design software, a digital camera, and scanner.
    b. Design Web pages.
        (1) Critique the design of various Web sites, and assess validity of their content.
        (2) Create and maintain Web pages using effective Web page design techniques.

Course Number and Name: **BOT 2833**   **Integrated Computer Applications**

Description: This advanced course integrates activities using the enhanced features of application software including Microsoft® Office® suite.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 *OR*
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Create advanced integrated documents using Microsoft® Office® suite.
    a. Create integrated business documents transferring data among word processing, presentation, database, and spreadsheet software.
    b. Use advanced functions of Microsoft® Office® suite to include mail merge, importing, exporting, and advanced forms.
    c. Utilize teams to collaborate on integrated projects.

Course Number and Name: **BOT 2913   Supervised Work Experience**

Description: This course provides relate on-the-job training in an office environment.
                                                     This training must include at least 135 clock hours.

Hour Breakdown:

Semester Hours	Lecture	Externship	Contact Hours
3		9	135

Prerequisite: Instructor Approved

Student Learning Outcomes:

1.   Support existing staff in an office environment.
       a.   Apply skills developed in coursework.
       b.   Practice good human relation skills.
       c.   Assume responsibility for attendance and punctuality.
       d.   Display appropriate appearance for an individual work environment.
       e.   Compile a written training agreement in cooperation with the instructor and employer that details work schedule and wages and specific tasks and skills to be mastered in the program.
       f.   Compile a daily log of activities and tasks.
       g.   Submit weekly reports to the instructor summarizing activities and tasks completed.
       h.   Follow written guidelines for work experience program.

Course Number and Name: **BOT 2923** **BOT Externship and Seminar**

Description: Students will serve as interns with local businesses and will be given meaningful projects, responsibilities, work deadlines, and expectations similar to what they would expect as a full-time employee. This capstone course can only be taken in the graduating semester.

Hour Breakdown:

Semester Hours	Lecture	Externship	Contact Hours
3	2	3	75

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Develop an understanding of the day-to-day work of a business professional in an office or medical environment.
2. Apply classroom learning to the world of business practice.
3. Develop habits reflective of a business consultant who understands how to learn from experience.
4. Identify, explore, and address issues of business ethics and professional responsibility.
5. Evaluate and utilize various approaches to problem solving in the context of real-life business work.
6. Improve upon essential communication and relationship-building skills. OPAC Medical Proofreading, OPAC Proofreading
7. Identify career interests and goals.
8. Build professional and personal networks.

National Standard
OPAC Medical Proofreading
OPAC Proofreading

Course Number and Name: **BOT 2933   Healthcare Data Internship**

Description: Students will serve as interns with healthcare facilities and will be given meaningful projects, responsibilities, work deadlines, and expectations similar to what they would expect as a full-time healthcare data employee.

Hour Breakdown:

Semester Hours	Lecture	Externship	Contact Hours
3	2	3	75

Prerequisite: Instructor Approval

Student Learning Outcomes:

1. Develop an understanding of the day-to-day work of a business professional in a medical office environment.
2. Apply classroom learning to the world of healthcare data practice. OPAC Medical Proofreading, OPAC Medical Terminology
3. Develop habits reflective of a healthcare data professional who understands how to learn from experience.
4. Identify, explore, and address issues of healthcare ethics and professional responsibility.
5. Evaluate and utilize various approaches to problem solving in the context of real-life healthcare data work.
6. Improve upon essential communication and relationship-building skills.
7. Identify career interests and goals.
8. Build professional and personal networks.

National Standard
OPAC Medical Proofreading
OPAC Medical Terminology

Course Number and Name: **BOT 294(1-6)**   **Special Projects in Business Technology**

Description: Practical applications of skills and knowledge gained in other Business Technology courses or new skills that are unique competencies. The instructor works closely with the student to ensure that election of a special project enhances the student's learning experiences.

Hour Breakdown:

Semester Hours	Lecture	Externship	Contact Hours
1		2	30
2		4	60
3		6	90
4		8	120
5		10	150
6		12	180

Prerequisite: Instructor Approval

Student Learning Outcomes:

1. Research and develop a special project.
    a   Research and produce special project in cooperation with the instructor that details the work to be accomplished, a schedule for delivery, and specific skills/tasks to be mastered.

2. Follow guidelines for the special project.
    a   Complete all required activities.
    b   Adhere to all written and oral instructions for the special project.

Course Number and Name: GMT 1113   Casino Business Strategy and Operations

Description: Fundamentals of the strategic business processes of a casino organization from internal and external perspectives. This course will examine current gaming trends as well as evaluate anti-gaming campaigns and their possible cost. Topics include casino economics, environmental factors including social, political, legal and competitive forces, consumer behaviors, and development of a corporate culture, internal controls, and future of the gaming industry.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45

Prerequisite: Instructor Approval

Student Learning Outcomes:

1. Formulate an opinion about both sides of gambling's impact on the economy based on well researched facts.
2. Distinguish if there is a social cost of gambling, if so, what is the cost.
3. Discuss the influence on children of problem gamblers.
4. Explain the benefits of increased tax revenue vs. increased reliance on certain social services.
5. Compare the infrastructure demands on both social infrastructure and physical public infrastructure due to introduction of legalized gambling.
6. Analyze how legalized casino gaming influenced infrastructure, social services, and employment statistics.
7. Prepare a lengthily case study on a specific gambling location.

Course Number and Name: GMT 1123   Casino Customer Service

Fundamentals of the theory, practice, and management of guest service and how it impacts the success of a casino organization with an emphasis on service strategies, staffing issues and service systems. Topics include the dynamics of guest satisfaction, service quality, value, planning and analysis, the service environment, training and motivation, establishment of a total service culture, guest co-production, communications, service failure recovery techniques, delivery systems and measurement of service results.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45

Prerequisite: Instructor Approval

Student Learning Outcomes:

1. Analyze the importance of the marketing department of a casino organization.
2. Examine various casino promotions and the mechanics surrounding each promotion.
3. Describe the various attributes of slot clubs.
4. Recognize the impact of database marketing.
5. Compare and contrast the benefits and risks of discounting player losses.
6. Identify the techniques utilized in casino hosting and casino credit procedures.
7. Understand the contributions of amenities.
8. Prepare a marketing plan for a casino organization.

Course Name and Number: **GMT 1133   Casino Financial Accounting**

Foundation course in the accounting processes applicable to the hotel, resort, or casino environment. Students will be introduced to the generally accepted accounting principles and legal requirements of financial reporting in the hospitality and casino industries.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45

Prerequisite: Instructor Approval

Student Learning Outcomes:

1. Identify fundamental accounting and financial management concepts.
2. Interpret financial statements accounting departments in the hospitality industry produce and the types of information these reports provide.
3. Recognize basic vocabulary and definitions associated with accounting and financial management as applied to the hospitality industry.
4. Explain ratio analysis and how ratios are used in financial statements and in making business decisions for the hospitality industry.
5. Identify accounting ethical concerns in the hospitality and casino industries.

Course Name and Number: GMT 1143 **Casino and Resort Marketing**

An in-depth overview of the application of marketing concepts within the casino/resort industry. Focus on marketing issues unique to the gaming industry with special attention to application of market segmentation, product differentiation and positioning, and promotion. Topics include casino promotions, database marketing techniques, discounting, casino hosting, credit procedures, marketing policies and procedures, amenities, and the casino marketing plan.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45

Prerequisite: Instructor Approval

Student Learning Outcomes:

1. Analyze the importance of the marketing department of a casino organization.
2. Examine various casino promotions and the mechanics surrounding each promotion.
3. Describe the various attributes of slot clubs.
4. Recognize the impact of database marketing.
5. Compare and contrast the benefits and risks of discounting player losses.
6. Identify the techniques utilized in casino hosting and casino credit procedures.
7. Understand the contributions of amenities.
8. Prepare a marketing plan for a casino organization.

Course Name and Number: **GMT 1153   Casino and Resort Management**

This course will provide an overview of the history, development and operations of casinos and casino/resorts. Topics include economics of the casino, its interface with the hotel, organizations, and terminology.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45

Prerequisite: Instructor Approval

Student Learning Outcomes:

The Student will

1.   Describe the history, growth and development of the gaming industry.
2.   Discuss key marketing and financial aspects of the gaming industry.
3.   Identify the demographic characteristics of casino patrons.
4.   Explain the process of resort planning and development, and the basic elements of a casino complex.
5.   Summarize current developments in casino gaming and the future trends.
6.   Recall the various social, economic, and cultural concerns related to the gaming industry.
7.   List the key components of the organizational structure, supervising personnel, wage and salary administration, guest relations and casino security.

Course Number and Name: WBL 191(1-3), WBL 192(1-3),   Work-Based Learning I, II, III, IV, V, and VI
WBL 193(1-3), WBL 291(1-3),
WBL 292(1-3), and WBL 293(1-3)

Description: A structured work-site learning experience in which the student, program area teacher, Work-Based Learning Coordinator, and worksite supervisor/mentor develop and implement an educational training agreement. Designed to integrate the student's academic and technical skills into a work environment. Includes regular meetings and seminars with school personnel for supplemental instruction and progress reviews. (1-3 sch: 3-9 hours externship)

Hour Breakdown:

Semester Credit Hours	Lecture	Lab	Contact Hours
4	2	4	90

Prerequisite: Instructor approved

Student Learning Outcomes:

1. Apply technical skills and related academic knowledge needed to be a viable member of the workforce
   a. Apply technical skills needed to be a viable member of the workforce
   b. Apply skills developed in other related courses in a work-based setting
   c. Perform tasks detailed in an educational training agreement at the work setting

2. Apply general workplace skills to include positive work habits and responsibilities necessary for successful employment
   a. Demonstrate pro-active human relationship skills in the work setting to include conflict resolution, team participation, leadership, negotiation, and customer/client service
   b. Demonstrate time, materials, and resource management skills
   c. Demonstrate critical thinking skills such as problem solving, decision making, and reasoning
   d. Demonstrate acquiring, evaluating, organizing, maintaining, interpreting, and communicating information
   e. Demonstrate positive work habits and acceptance of responsibilities necessary for successful employment

APPENDIX A: RECOMMENDED TOOLS & EQUIPMENT LIST

ACCOUNTING TECHNOLOGY

CAPITALIZED ITEMS

1. Networked microcomputer lab with server—20 workstations to include the following:
    a. Multimedia computer with CD/DVD RW, speakers, sound card, internal modem, USB port for jump drive (1 per workstation)
    b. Laser printer with color capabilities (1 per lab)
    c. Internet access
    d. One station with dual (2) monitors (Display set up for duplicate screen)
2. Media Display Device (Data projector with screen, SmartBoard, etc.)
3. Software includes the following:
    a. Network compatible accounting software
        (1) QuickBooks software
        (2) Educational accounting software
        (3) Income tax accounting software
        (4) Payroll accounting software
        (5) Financial accounting software
    b. Microsoft Office suite
4. Scanner
5. Copier
6. Digital visual presenter (1 per lab)
7. Flat screen TV (minimum 37 in.)

 *Other equipment items can be added when deemed appropriate by the community college industry craft committee or by industry/business training requirements.

NON-CAPITALIZED ITEMS

1. Key electronic desktop calculators (1 per workstation)
2. Webcam (1 per workstation)

 *Other equipment items can be added when deemed appropriate by the community college industry craft committee or by industry/business training requirements.

RECOMMENDED INSTRUCTIONAL AIDS
It is recommended that instructors have access to the following items:

1. Digital camera (1)
2. Smart board (1)
3. VCR/DVD player (1)
4. Data projector (1)
5. High speed Internet access (Cable, T1, or DSL)

6. Imagery data provider (Aerial and/or satellite)

*Other equipment items can be added when deemed appropriate by the community college industry craft committee or by industry/business training requirements.

BUSINESS MANAGEMENT TECHNOLOGY

CAPITALIZED ITEMS

1. Computer workstations (desk and chair) (one per student) (one handicapped accessible) to include the following:
   a. Multimedia computer with CD-RW, speakers, sound card, internal modem, and USB port for jump drive (1 per workstation)
   b. Laser printer with color capabilities (1 per lab)
   c. Scanner (1 per lab)
   d. Internet access
2. One station with dual (2) monitors (Display set up for duplicate screen)
3. Media Display Device (Data projector with screen, SmartBoard, etc.)
4. Digital visual presenter (1 per lab)
5. Digital video camera (1 per lab)
6. Digital camera (1 per lab)
7. Copier
8. Telephone simulation system
9. Flat screen TV (minimum 37 in.)
10. Software includes the following:
    a. Network software
    b. LAN manager software
    c. Network compatible Microsoft Office suite
    d. Network compatible operating system software
    e. Network compatible desktop publishing software
    f. Network compatible scanning software
    g. Network compatible keyboarding software
    h. Additional clip art software

 *Other equipment items can be added when deemed appropriate by the community college industry craft committee or by industry/business training requirements.

NON-CAPITALIZED ITEMS
1. 10-key electronic desktop calculators (1 per workstation)
2. Webcam system (1 per workstation)

 *Other equipment items can be added when deemed appropriate by the community college industry craft committee or by industry/business training requirements.

RECOMMENDED INSTRUCTIONAL AIDS
It is recommended that instructors have access to the following items:

1. Digital camera (1)
2. Smart board (1)
3. VCR/DVD player (1)
4. Data projector (1)
5. High speed Internet access (Cable, T1, or DSL)

6. Imagery data provider (Aerial and/or satellite)

*Other equipment items can be added when deemed appropriate by the community college industry craft committee or by industry/business training requirements.

HEALTH-CARE DATA TECHNOLOGY

CAPITALIZED ITEMS

1. Computer workstations (desk and chair) (one per student) (one handicapped accessible) to include the following:
   c. Multimedia computer with CD-RW, speakers, sound card, internal modem, and USB port for jump drive (1 per workstation)
   d. Laser printer with color capabilities (1 per lab)
   c. Scanner (1 per lab)
   d. Internet access
2. LCD display panel with screen (1 per lab)
3. Data projector with dedicated computer interface (1 per lab) 4. Software includes the following:
   a. Microsoft Office suite
   b. Medical terminology CD-ROM/DVD
   c. Medical spell-check
   d. Practice management software
   e. Encoder software
5. Anatomy visual aids
6. Dictated medical reports on cassettes/CD-ROM/DVD with duplicating rights
7. Web cam
8. Transcription equipment with WAV pedals
9. Interactive whiteboard
10. Digital visual presenter

*Other equipment items can be added when deemed appropriate by the community college industry craft committee or by industry/business training requirements.

NON-CAPITALIZED ITEMS

1. Overhead projector
2. Instructional videos
3. Reference books
   a. Medical specialty word books
   b. Physicians' Desk Reference
   c. Medical Dictionary
   d. Coding manuals
   e. Certification study guides
4. Insurance forms or manuals

*Other equipment items can be added when deemed appropriate by the community college industry craft committee or by industry/business training requirements.

Access to the following:
1. Copier
2. Fax machine

RECOMMENDED INSTRUCTIONAL AIDS

It is recommended that instructors have access to the following items:

1. Document camera (1)
2. Smartboard (1)
3. High speed Internet access (Cable, T1, or DSL)

*Other equipment items can be added when deemed appropriate by the community college industry craft committee or by industry/business training requirements.

COMPUTER TECHNOLOGY

CAPITALIZED ITEMS

1. Networked microcomputer lab with server—20 workstations to include the following:
    a. Multimedia computer with CD/DVD-RW, speakers, sound card, internal modem, USB port for jump drive (1 per workstation)
    b. Laser printer with color capabilities (1 per lab)
    c. Scanner, color page (1 per lab)
    d. Fax capability
    e. Internet access
    f. One station with dual (2) monitors (Display set up for duplicate screen)
2. Media Display Device (Data projector with screen, SmartBoard, etc.)
3. Digital visual presenter (1 per lab)
4. Digital video camera (1 per lab)
5. Digital camera (1 per lab)
6. Copier
7. Flat Screen TV (minimum 42 in.)
8. Software includes the following:
    a. Network software
    b. LAN manager software
    c. Network compatible Microsoft Office suite
    d. Network compatible desktop publishing software
    e. Network compatible scanning software
    f. Network compatible keyboarding software
    g. Additional clip art software

*Other equipment items can be added when deemed appropriate by the community college industry craft committee or by industry/business training requirements.

NON-CAPITALIZED ITEMS

1. Key electronic desktop calculators (1 per workstation)
2. Webcam (1 per workstation)

*Other equipment items can be added when deemed appropriate by the community college industry craft committee or by industry/business training requirements.

RECOMMENDED INSTRUCTIONAL AIDS

It is recommended that instructors have access to the following items:

1. Digital camera (1)
2. Smart board (1)
3. VCR/DVD player (1)
4. Data projector (1)

5.   High speed Internet access (Cable, T1, or DSL)
6.   Imagery data provider (Aerial and/or satellite)

 *Other equipment items can be added when deemed appropriate by the community college industry craft committee or by industry/business training requirements.

ADMINISTRATIVE OFFICE TECHNOLOGY

CAPITALIZED ITEMS

1. Computer workstations (desk and chair) (one per student) (one handicapped accessible) to include the following:
    e. Multimedia computer with CD-RW, speakers, sound card, internal modem, and USB port for jump drive (1 per workstation)
    f. Laser printer with color capabilities (1 per lab)
    c. Scanner (1 per lab)
    d. Internet access
2. One station with dual (2) monitors (Display set up for duplicate screen)
3. Media Display Device (Data projector with screen, SmartBoard, etc.)
4. Digital visual presenter (1 per lab)
5. Digital video camera (1 per lab)
6. Digital camera (1 per lab)
7. Copier
8. Telephone simulation system
9. Flat screen TV (minimum 37 in.)
10. Software includes the following:
    i. Network software
    j. LAN manager software
    k. Network compatible Microsoft Office suite
    l. Network compatible operating system software
    m. Network compatible desktop publishing software
    n. Network compatible scanning software
    o. Network compatible keyboarding software
    p. Additional clip art software

 *Other equipment items can be added when deemed appropriate by the community college industry craft committee or by industry/business training requirements.

NON-CAPITALIZED ITEMS
1. 10-key electronic desktop calculators (1 per workstation)
2. Webcam system (1 per workstation)

 *Other equipment items can be added when deemed appropriate by the community college industry craft committee or by industry/business training requirements.

RECOMMENDED INSTRUCTIONAL AIDS
It is recommended that instructors have access to the following items:

1. Digital camera (1)
2. Smart board (1)
3. VCR/DVD player (1)
4. Data projector (1)

5. High speed Internet access (Cable, T1, or DSL)
6. Imagery data provider (Aerial and/or satellite)

*Other equipment items can be added when deemed appropriate by the community college industry craft committee or by industry/business training requirements.

APPENDIX B: CURRICULUM DEFINITIONS AND TERMS

- Course Name – A common name that will be used by all community colleges in reporting students

- Course Abbreviation – A common abbreviation that will be used by all community and junior colleges in reporting students

- Classification – Courses may be classified as the following:
    - Career Certificate Required Course – A required course for all students completing a career certificate.
    - Technical Certificate Required Course – A required course for all students completing a technical certificate.
    - Technical Elective – Elective courses that are available for colleges to offer to students.

- Description – A short narrative that includes the major purpose(s) of the course

- Prerequisites – A listing of any courses that must be taken prior to or on enrollment in the course

- Co-requisites – A listing of courses that may be taken while enrolled in the course

- Student Learning Outcomes – A listing of the student outcomes (major concepts and performances) that will enable students to demonstrate mastery of these competencies

The following guidelines were used in developing the program(s) in this document and should be considered in compiling and revising course syllabi and daily lesson plans at the local level:

- The content of the courses in this document reflects approximately 75% of the time allocated to each course. The remaining 25% of each course should be developed at the local district level and may reflect the following:
    - Additional competencies and objectives within the course related to topics not found in the state framework, including activities related to specific needs of industries in the community college district
    - Activities that develop a higher level of mastery on the existing competencies and suggested objectives
    - Activities and instruction related to new technologies and concepts that were not prevalent at the time the current framework was developed or revised
    - Activities that include integration of academic and career–technical skills and course work, school-to-work transition activities, and articulation of secondary and postsecondary career–technical programs
    - Individualized learning activities, including work-site learning activities, to better prepare individuals in the courses for their chosen occupational areas

- Sequencing of the course within a program is left to the discretion of the local college. Naturally, foundation courses related to topics such as safety, tool and equipment usage, and other fundamental skills should be taught first. Other courses related to specific skill areas and related academics, however, may be sequenced to take advantage of seasonal and climatic conditions, resources located outside of the school, and other factors. Programs that offer an Associate of Applied Science Degree must include all of the required Career Certificate courses, Technical Certificate courses **AND** a minimum of 15 semester hours of General Education Core Courses. The courses in the General Education Core may be spaced out over the entire length of the program so that students complete some academic and Career Technical courses each semester. Each community college specifies the actual courses that are required to meet the General Education Core Requirements for the Associate of Applied Science Degree at their college.

- In order to provide flexibility within the districts, individual courses within a framework may be customized by doing the following:

- Adding new student learning outcomes to complement the existing competencies and suggested objectives in the program framework
- Revising or extending the student learning outcomes
- Adjusting the semester credit hours of a course to be up 1 hour or down 1 hour (after informing the Mississippi Community College Board [MCCB] of the change)

APPENDIX C: COURSE CROSSWALK

Course Crosswalk Business Technology					
Note: Courses that have been added or changed in the 2022 curriculum are highlighted.					
Existing			**Revised**		
2016 MS Curriculum Framework			**2022 MS Curriculum Framework**		
Course Number	**Course Title**	**Hours**	**Course Number**	**Course Title**	**Hours**
BOT 1013	Introduction to Keyboarding	3	BOT 1013	Introduction to Keyboarding	3
BOT 1111	Business Technology Seminar I	3	BOT 1111	Business Technology Seminar I	3
BOT 1123	Keyboarding Skillbuilding	3	BOT 1123	Keyboarding Skillbuilding	3
BOT 1213	Personal and Professional Development	3	BOT 1213	Professional Development	3
BOT 1221	Business Technology Seminar II	3	BOT 1221	Business Technology Seminar II	3
BOT 1233	Microsoft® Word® I	3	BOT 1233	Microsoft® Word® I	3
BOT 1243	Microsoft® Word® II	3	BOT 1243	Microsoft® Word® II	3
BOT 1273	Introduction to Microsoft® Office®	3	BOT 1273	Introduction to Microsoft® Office®	3
BOT 1313	Applied Business Math	3	BOT 1313	Applied Business Math	3
BOT 1363	Information Management and Design	3	BOT 1363	Information Management and Design	3
BOT 1413	Records Management	3	BOT 1413	Records Management *Removed from document.*	3
BOT 1433	Business Accounting	3	BOT 1433	Business Accounting	3
BOT 1443	Advanced Business Accounting	3	BOT 1443	Advanced Business Accounting	3
BOT 1453	Introduction to Business Management	3	BOT 1453	Introduction to Business Management	3
BOT 1473	Introduction to Marketing	3	BOT 1473	Introduction to Marketing	3
BOT 1493	Social Media Management	3	BOT 1493	Social Media Management & Marketing	3
BOT 1513	Machine Transcription	3	BOT 1513	Machine Transcription *Removed from document.*	3
BOT 1613	Medical Office Terminology I	3	BOT 1613	Medical Terminology I	3
BOT 1623	Medical Office Terminology II	3	BOT 1623	Medical Terminology II	3
BOT 1643	Pathophysiology	3	BOT 1643	Pathophysiology	3
BOT 1713	Mechanics of Communication	3	BOT 1713	Mechanics of Communication	3
BOT 1763	Communication Essentials	3	BOT 1763	Communication Essentials	3
BOT 1823	Microsoft® Excel® I	3	BOT 1823	Microsoft® Excel® I	3
BOT 1853	Microsoft® Excel® II	3	BOT 1853	Microsoft® Excel® II	3
BOT 2111	Business Technology Seminar III	3	BOT 2111	Business Technology Seminar III	3
BOT 2121	Business Technology Seminar IV	3	BOT 2121	Business Technology Seminar IV	3
BOT 2133	Desktop Publishing	3	BOT 2133	Desktop Publishing	3
BOT 2183	Career Readiness	3	BOT 2183	Career Readiness	3

BOT 2233	Human Resource Management	3	BOT 2233	Human Resource Management	3
BOT 2333	Microsoft® Access®	3	BOT 2333	Microsoft® Access®	3
			BOT 2413	Computerized Accounting	3
BOT 2423	Income Tax Accounting	3	BOT 2423	Income Tax Accounting	3
BOT 2433	QuickBooks®	3	BOT 2433	QuickBooks®	3
BOT 2463	Payroll Accounting	3	BOT 2463	Payroll Accounting	3
BOT 2473	Cost Accounting	3	BOT 2473	Cost Accounting	3
BOT 2523	Medical Machine Transcription	3	BOT 2523	Medical Transcription I	3
BOT 2613	Entrepreneurial Problem Solving	3	BOT 2613	Entrepreneurial Problem Solving	3
BOT 2623	Principles of Business Finance	3	BOT 2623	Principles of Business Finance	3
BOT 2643	CPT Coding	3	BOT 2643	CPT Coding	3
BOT 2653	ICD Coding	3	BOT 2653	ICD Coding	3
BOT 2663	Advanced Coding	3	BOT 2663	Advanced Coding	3
BOT 2673	Medical Insurance Billing	3	BOT 2673	Medical Insurance Billing	3
BOT 2723	Administrative Office Procedures	3	BOT 2723	Administrative Office Procedures	3
BOT 2743	Medical Office Concepts	3	BOT 2743	Medical Office Concepts	3
BOT 2753	Medical Information Management	3	BOT 2753	Medical Information Management	3
BOT 2763	Electronic Health Records	3	BOT 2763	Electronic Health Records	3
BOT 2813	Business Communication	3	BOT 2813	Business Communication	3
BOT 2823	Communication Technology	3	BOT 2823	Communication Technology	3
BOT 2833	Integrated Computer Applications	3	BOT 2833	Integrated Computer Applications	3
BOT 2913	Supervised Work Experience	3	BOT 2913	Supervised Work Experience	3
BOT 2923	BOT Externship and Seminar	3	BOT 2923	BOT Externship and Seminar	3
BOT 2933	Healthcare Data Internship	3	BOT 2933	Healthcare Data Internship	3
			BOT 294(1-6)	Special Projects in Business Technology	3
GMT 1113	Casino Business Strategy and Operations	3	GMT 1113	Casino Business Strategy and Operations	3
GMT 1123	Casino Customer Service	3	GMT 1123	Casino Customer Service	3
GMT 1133	Casino Financial Accounting	3	GMT 1133	Casino Financial Accounting	3
GMT 1143	Casino and Resort Marketing	3	GMT 1143	Casino and Resort Marketing	3
GMT 1153	Casino and Resort Management	3	GMT 1153	Casino and Resort Management	3

APPENDIX D: RECOMMENDED TEXTBOOK LIST

Recommended Textbook List		
Book Title	**Author(s)**	**ISBN**
Social Media Marketing: A Strategic Approach 2nd ed.	Melissa Barker, Donald I. Barker, Nicholas F. Bormann, Debra Zahay	
Medical Terminology for Health Professions, 9th ed.	Schroeder, Ehrlich, Smith & Ehrlich	978-0-357-51369-10
Medical Office Procedures, 9th ed.	Bayes	978-1-259-63076-7
Understanding Current Procedural Terminology & HCPCS Coding Systems, 2021 ed.	Bowie	978-0-357-51698-0
Understanding Current Procedural Terminology & HCPCS Coding Systems, 2022 ed.	Bowie	978-0-357-62183-7
2022 CPT Professional Edition Manual	American Medical Association (AMA)	978-1-640-16087-3
2022 HCPCS Level II Professional Manual	Optum 360	978-1-62254-754-8
Understanding ICD-10-CM & ICD-10-PCS A Worktext, 2022 ed.	Bowie	978--0-357-62172-1
2022 ICD-10-CM Professional for Physicians manual	Optum 360	978-1-622-54774-6
2022 ICD-10-CM Professional for Hospitals manual	Optum 360	978-1-62254-764-7
2022 ICD-10-PCS Professional manual	Optum 360	978-1-62254-777-7
Understanding Health Insurance: A Guide to Billing and Reimbursement, 2021 ed.	Green	978-0-357-51558-7