

# BUSINESS INFORMATION TECHNOLOGY DEPARTMENT

**START HERE**

**CHOOSE  
A  
CERTIFICATE**

**COMPLETE YOUR  
ASSOCIATE OF  
TECHNICAL ARTS DEGREE**

## Recommended Beginning Classes

**BSTEC100**  
Computer Keyboarding

**BSTEC104**  
Medical Terminology

**BSTEC107**  
Business English

**BSTEC120**  
Ten-Key Applications

**BSTEC129**  
PC Basics

**BSTEC130**  
Computer  
Fundamentals

**BSTEC175**  
Filing Rules

### **BASIC OFFICE SKILLS**

Designed for graduates seeking entry level employment in general office support positions.

### **OFFICE TECHNOLOGY**

Entry- to intermediate-level skills are emphasized for employment in general office positions.

### **ACCOUNTING**

Helps prepare students for entry level positions as accounting clerks and payroll assistants.

### **ADVANCED OFFICE SKILLS**

Designed for the person who already has good office skills and recent office work experience and now wants to update office technology knowledge.

### **MEDICAL TRANSCRIPTION**

Use electronic equipment to transcribe a variety of medical reports dictated by health care professionals.

### **MEDICAL OFFICE CLERK**

Designed to prepare the graduate for positions as entry-level medical office support professionals.

### **MEDICAL ADMINISTRATIVE ASSISTANT**

Designed for medical employees who seek additional training.

### **MEDICAL BILLING SPECIALIST**

Administrative support positions including medical billing coordinator, medical claims clerk, and insurance claims processor.

### **OFFICE TECHNOLOGY**

Designed for students who are either beginning or updating skills in Office Technology and want to specialize in software applications or financial administrative assistant.

### **LEGAL OFFICE SPECIALIST**

Program of legal and technology courses for the person seeking employment in a law office or related organization.

### **ACCOUNTING**

Designed for students seeking jobs as office managers, administrative assistants, program managers, small business owners, and others who will be working with budgets and financial information.

### **OFFICE SUPERVISION AND MANAGEMENT**

Program of advanced office, business and management courses for the person who has office experience and wants to move into a supervisory, managerial, or executive assistant position.

### **MEDICAL INFORMATION TECHNOLOGY**

Designed to prepare the graduate for employment as a coder/technician or manager/supervisor in a hospital or ambulatory health care facility.