

Business (BUS)

BUS 035A Pre-Office Language Skills A

1 Hour

Prerequisites: None
1 hour weekly (1-0)

This course is designed to review reading, listening, and language skills and to improve the use of the dictionary. This course will help prepare the student for the language skills course and other courses requiring a basic knowledge of grammar.

This is a developmental course which is used to calculate GPA at John A. Logan College, but does not transfer.

BUS 035B Pre-Office Language Skills B

1 Hour

Prerequisites: None
1 hour weekly (1-0)

This course is designed to review language skills and to improve recognition of the various parts of a sentence and punctuation of a sentence. This course will help prepare the student for the language skills course and other courses requiring a basic knowledge of grammar.

This is a developmental course which is used to calculate GPA at John A. Logan College, but does not transfer.

BUS 035C Pre-Office Language Skills C

1 Hour

Prerequisites: None
1 hour weekly (1-0)

This course is designed to review language skills and to improve the use of the following: spelling, punctuation, various parts of a sentence, proper capitalization, and skills for sentence composition. This course will help prepare the student for the language skills course and other courses requiring a basic knowledge of grammar.

This is a developmental course which is used to calculate GPA at John A. Logan College, but does not transfer.

BUS 045A Business Math Fundamentals A

1 Hour

Prerequisites: None
1 hours weekly (1-0)

The first level of a three-level course designed to prepare the student to enter the college-level business math course. In addition to the basic functions of math, the student will learn business terminology and applications.

This is a developmental course which is used to calculate GPA at John A. Logan College, but does not transfer.

BUS 045B Business Math Fundamentals B

1 Hour

Prerequisites: None
1 hour weekly (1-0)

The second level of a three-level course designed to prepare the student to enter the college-level business math course. In addition to the basic functions of math, the student will learn business terminology and applications.

This is a developmental course which is used to calculate GPA at John A. Logan College, but does not transfer.

BUS 045C Business Math Fundamentals C

1 Hour

Prerequisites: None
1 hour weekly (1-0)

The third level of a three-level course designed to prepare the student to enter the college-level business math course. In addition to the basic functions of math, the student will learn business terminology and applications.

This is a developmental course which is used to calculate GPA at John A. Logan College, but does not transfer.

BUS 101 Basic Business Mathematics

3 Hours

Prerequisites: None
3 hours weekly (3-0)

This course is designed for students enrolling with a math deficiency as evidenced by grades in previous math courses and results of test scores. The following topics are covered: addition, subtraction, multiplication, division, fractions, decimals, percentages, narrative problems, and the use of calculators in working with math problems. After successfully completing this course, a student is ready to enroll in BUS 111.

This is a developmental course which is used to calculate GPA at John A. Logan College, but does not transfer.

BUS 110 Introduction to Business

3 Hours

Prerequisites: None
3 hours weekly (3-0)

Introduction to business functions, operations, and organization. Includes ownership and management, forms of organizations, finance, business ethics, personnel and labor-management relations, and marketing.

BUS 111 Business Mathematics

3 Hours

Prerequisites: None
3 hours weekly (3-0)

A mathematics course designed to prepare the student to enter the business world and successfully apply math principles to everyday business problems. After a brief review of basic math, some of the topics covered are percentages, discounts, interest, discounting notes, depreciation, inventory, commissions, bank statements, account sales and account purchases, basic statistics, markup-markdown, distribution of profits, and overhead expenses. Good basic math skills are highly recommended.

BUS 115 Basic Keyboarding

1 Hour

Prerequisites: None
2 hours weekly (0-2)

This course is an introduction to the computer keyboard. The primary goal is mastery of the keyboard demonstrated by the touch operation of the alphanumeric keyboard and symbols. The touch method for ten-keypad will be introduced. The course is designed to be completed in 7½ weeks.

BUS 116 Keyboarding I

3 Hours

Prerequisites: None
5 hours weekly (1-4)

Mastery of the keyboard with speed and accuracy in the touch operation of the keyboard is the major goal of this course. Skill is developed for vocational and personal uses. Business office standards are used in keyboarding basic letter styles, reports, and tables. The following grade scale is used for speed on 3-minute timings on straight copy; A=40 wpm; B=36-39 wpm; C=32-35 wpm.

BUS 117 Keyboarding II

3 Hours

Prerequisites: BUS 116 or consent of department chair
5 hours weekly (1-4)

Further development of speed and accuracy in both production and straight copy keyboarding. Further study of business letters, special business communication forms and styles, reports, tables, and a mastery of keyboarding digits. The following grade scale is used for speed for 3-minute timings on straight copy: A=58 wpm; B=54 wpm; C=50 wpm.

BUS 121 Business Statistics

IAI – BUS 901

3 Hours

Prerequisites: MAT 116
3 hours weekly (3-0)

Introduction to statistical analysis of business and economic data and how it aids in controlling operations and in making sound business decisions. Includes descriptive measures of populations and samples, central tendency, probability and probability distributions, interval estimation, hypothesis testing, linear regression and analysis, chi-square analysis, and analysis of variance.

BUS 127 Electronic Calculating

1 Hour

Prerequisites: None
2 hours weekly (0-2)

This course is designed for students to reinforce fundamental business math skills while developing touch speed and accuracy skill using a 10-key electronic calculator and the 10-keypad and computer software. The OPAC®, Office Proficiency and Assessment Certification, test for data-entry will be given as the final exam.

BUS 128 Machine Transcription

3 Hours

Prerequisites: BUS 116 or equivalent and BUS 135
4 hours weekly (2-2)

This course provides training and instruction in the use of transcribing machines and dictation practices. The students receive a review of basic language skills necessary for effective and efficient machine transcription. Through transcription and textbook assignments, emphasis is placed on spelling, punctuation, proofreading, word selection, and document preparation skills.

BUS 135 Office Language Skills

3 Hours

Prerequisites: None
3 hours (3-0)

This course is designed to review language skills and to improve the use of the following: proofreading skills, spelling, punctuation, other grammatical skills, including the proper use of capital letters, abbreviations, number styles, word division, and the use of appropriate word choice.

BUS 138 Employment Strategy

1 Hour

Prerequisites: None
1 hour weekly (1-0)

This course is designed to provide students with the skills necessary to secure and maintain employment. Topics covered include organizing the job search, locating job leads and getting interviews, identifying skills, developing interview strategies, completing applications and creating effective resumes. Job survival skills are also covered within the class.

BUS 150 (A-D) Case Studies/Procedures in Business and Industry

1 Hour

Prerequisites: None
1 hour weekly (1-0)

Application of business/management principles to specific problems through case studies, simulation, special class projects or problem-solving procedures. (Topic to be listed on the student's permanent academic record.)

BUS 151 (A-C) School-to-Work Transition Development

1 Hour

Prerequisites: None
1 hour weekly (0-1)

The broad objective is to meet the students' needs that are not covered in regular classes. Specific objectives and other elements in the syllabus will be developed when the course is offered. Application of workplace readiness skills to specific problems through observation, simulation, special class projects, or problem-solving procedures. (Topic to be listed on the student's permanent academic record.)

BUS 205 Word Processing

3 Hours

Prerequisites: BUS 117 or consent of instructor
6 hours weekly (0-6)

This is a word/information processing course featuring Microsoft Word. This course was developed to provide students with the opportunity for increased proficiency in business and personal communications. Through Internet-based, hands-on tutorials and exercises together with a text-workbook, students will learn advanced features of Word.

BUS 215 Medical Terminology I

3 Hours

Prerequisites: None
3 hours weekly (3-0)

This is an introduction to the correct spelling, pronunciation, and meaning of roots, prefixes, and suffixes of common medical terms that relate to body systems and pathological conditions. In addition, students will study abbreviations, lab tests and clinical procedures, and analyze medical documents.

BUS 216 Medical Terminology II

3 Hours

Prerequisites: BUS 215

3 hours weekly (3-0)

This is a continuation of the correct spelling, pronunciation, and meaning of roots, prefixes, and suffixes of common medical terms that relate to body systems and pathological conditions including pharmacology, child health, mental health, and geriatrics. In addition, students will study abbreviations, lab tests, and clinical procedures, and analyze medical documents.

BUS 221 Business Law

3 Hours

Prerequisites: None

3 hours weekly (3-0)

Introduction to the legal system as it affects business activity. Areas of concentration include formation and nature of contract, the agency relationships, and the Uniform Commercial Code Law of Sales and Commercial Paper.

BUS 222 Legal/Social Environment of Business

3 Hours

Prerequisites: None

3 hours weekly (3-0)

A study of the legal and social environment of business, with emphasis on business ethics and corporate social responsibility. Areas of concentration include the legal system and government regulation of business, formation of contracts, securities law, consumer protection law, and labor and employment.

BUS 235 Business Correspondence

3 Hours

Prerequisites: None

3 hours weekly (3-0)

After a brief review of grammar, punctuation, word usage, and letter formats, the principles of letter writing will be presented. Attention is given to the various types of written business correspondence, interoffice communications, employment communications, and dictation techniques.

BUS 236 Records Management

1 Hour

Prerequisites: None

2 hours weekly (0-2)

Emphasis is on the basic principles of modern filing systems—including alphabetic, subject, numeric, chronological, and geographic filing. Students work with practice filing equipment and become acquainted with the rules of indexing, cross referencing, and coding, as well as retrieval, retention, and recycling of records.

BUS 237 Office Procedures

3 Hours

Prerequisites: BUS 116 or equivalent-CIS 101

3 hours weekly (3-0)

The knowledge and skills necessary to work as an office assistant in today's offices will be presented. Major topical areas include the organization of business offices, communications skills, technology and procedures, document creation and distribution, travel, conference and meeting planning, financial and legal aspects, and professional and continuing development.

BUS 239 Business Seminar II

1 Hour

Prerequisites: None

1 hour weekly (1-0)

This course is designed to help students acquire human relations skills and to develop career maturity essential to successful employment.

BUS 240 Supervised Executive Secretary Work Experience

2 Hours

Prerequisites: Consent of Chair of Department of Business

10 hours weekly (0-10)

On-the-job executive secretarial work experience will enable students to apply the skills and knowledge learned in the classroom. Students will work in approved offices in business and industry. The teacher-coordinator and the on-the-job supervisor will work together to evaluate student trainees in order to help them upgrade their skills and strengthen weaknesses.

BUS 241 Supervised Legal Secretary Work Experience

2 Hours

Prerequisites: Consent of Chair of Department of Business

10 hours weekly (0-10)

On-the-job legal secretarial work experience will enable students to apply the skills and knowledge learned in the classroom. Students will work in approved offices in business and industry. The teacher-coordinator and the on-the-job supervisor will work together to evaluate student trainees in order to help them upgrade their skills and strengthen weaknesses.

BUS 242 Supervised Executive/Legal Secretary Work Experience

4 Hours

Prerequisites: Consent of Chair of Department of Business

20 hours weekly (0-20)

On-the-job executive/legal secretarial work experience will enable students to apply the skills and knowledge learned in the classroom. Students will work in approved offices in business and industry. The teacher-coordinator and the on-the-job supervisor will work together to evaluate student trainees in order to help them upgrade their skills and strengthen weaknesses.

BUS 249 Medical Transcription I

3 Hours

Prerequisites: BUS 116, BUS 215, concurrent enrollment BUS 117 and BUS 216, or consent of department chair

6 hours weekly (0-6)

This is an introduction to the transcription of health care records and medical documents, including English usage and machine transcription skills, disease process knowledge, and proofreading and editing skills and meeting progressively increasing accuracy and speed standards.

BUS 250 Medical Transcription II

3 Hours

Prerequisites: BUS 249 with a grade of "C" or better

6 hours weekly (0-6)

This is a second-semester course of simulated on-the-job medical transcription. It will enable students to apply the skills and knowledge learned in previous medical classes to transcribe health care-related

documents similar to those found in hospitals, clinics, and private practices. Students will transcribe dictation from physicians, nurses, and other health care providers.

BUS 251 Medical Transcription Internship

1 Hour

Prerequisites: BUS 250 or concurrent enrollment

5 hours weekly (0-5)

An internship to give students supervised on-the-job work experience in a medical transcription environment. Students will work in approved health care or independent transcription service work sites for a total of 80 hours. The teacher-coordinator and the on-the-job supervisor will work together to evaluate student trainees to help them upgrade skills and strengthen weaknesses.

BUS 255 Customer Service

3 Hours

Prerequisites: None

3 hours weekly (3-0)

Customer service is the foundation on which business success and profitability is built. This course is about understanding the importance of offering quality service and ensuring customer satisfaction in today's competitive marketplace. Students will learn the principles of customer service and what skills are necessary to work with customers and solve problems in all sectors: corporate, government, industry, real estate, retail, legal, wholesale, healthcare, etc.

BUS 261 MRT Transcription

3 Hours

Prerequisites: BUS 116, BUS 215, concurrent enrollment BUS 216

6 hours weekly (0-6)

Development of skills in interpreting, editing, and transcribing physician and professional dictation into well-organized reports using medical terminology, effective language, and reference skills. Actual case histories of patients are transcribed using transcription equipment. Accuracy is placed on the transcription equipment with increasingly higher standards required as the students progress through case studies and other medical material.

BUS 270 Medical Office Procedures

3 Hours

Prerequisites: None

4 hours weekly (2-2)

This course is designed to prepare the student to perform basic office procedures and follow common practices in today's medical community.

Administrative medical office duties covered include mailing procedures, patient reception, telephone communications, travel and meeting arrangements, patient scheduling, patient chart preparation, patient billing, insurance billing, office management, and practice finances. Hands-on application will be provided using a popular practice management software program.

BUS 275 Medical Office Coding and Insurance

3 Hours

Prerequisites: BUS 215 and BUS 216 (or concurrent enrollment in BUS 216) or consent of department chair

3 hours weekly (3-0)

This course will provide students preparing to work in medical offices with a basic knowledge of national diagnostic (ICD-9-CM) and procedural (CPT-4) coding systems. In addition, students will develop skills in the preparation of insurance claim forms for the major medical insurance programs.

BUS 280 Computer Applications for the Medical Office

3 Hours

Prerequisites: BUS 116 and CIS 101

4 hours weekly (2-2)

This course is designed to prepare the student to use electronic health records (EHR) in today's medical community. First, conceptual theory is presented including history and EHR standards. Then, the student applies theoretical knowledge through in-depth and practical training using a popular EHR software program to equip the student to successfully enter a medical setting with a comprehensive working experience of EHR.

BUS 282 Legal Terminology

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This course is designed to familiarize students with the various fields of law and to develop a working knowledge of the legal terminology commonly associated with each respective field.

BUS 283 Legal Document Processing

3 Hours

Prerequisites: BUS 128 and BUS 205 or concurrent enrollment

4 hours weekly (2-2)

This course emphasizes the fundamental concepts associated with various specializations of the law and the production of legal documents commonly associated with each specialized area.

BUS 284 ICD-9-CM Coding

3 Hours

Prerequisites: BUS 215 and BUS 216 (or concurrent enrollment in BUS 216) or consent of department chair

3 hours weekly (3-0)

This course is designed to help the inexperienced coder have a better understanding of how to apply coding concepts when choosing an ICD-9-CM code. It will also provide a "refresher" for the working coder. Coding Conventions, General Coding Guidelines, and Chapter Specific Guidelines will be covered.

BUS 285 CPT™/HCPCS Coding

3 Hours

Prerequisites: BUS 215 and BUS 216 (or concurrent enrollment in BUS 216) or consent of department chair and BUS 284 (ICD-9-CM)

3 hours weekly (3-0)

This course is designed to help the inexperienced coder have a better understanding of how to apply coding concepts when choosing CPT™ and HCPCS codes. It will also provide a "refresher" for the working coder. Coding Conventions, General Coding Guidelines, and Chapter Specific Guidelines will be covered.

BUS 286 Electronic Health Records Internship

2 Hours

Prerequisites: Minimum grade of C in all health business related courses and consent of instructor.
10 hours weekly (0-10)

An internship to give students supervised on-the-job work experience in a health care environment where electronic health care records are used. Students will work at an approved health care or related work site for a total of 160 hours. The teacher-coordinator and the on-the-job supervisor will work together to evaluate student interns to help them upgrade skills and strengthen weaknesses.