**Business (BUS)**

**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 108 with Minimum Grade of : C

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

1 Hour

Prerequisites: None

5 hours weekly (0-5)

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 216 Pathophysiology and Pharmacology**

3 Hours

Prerequisites: HIT 217 with a grade of “C” or better

3 hours weekly (3-0)

This course focuses on the description of conditions and diseases of all human body systems including etiology, signs, and symptoms, methods of diagnosis, and treatment. Students will also attain knowledge of basic pharmacology with emphasis on learning drug classifications and their therapeutic actions.

**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 250 Medical Transcription II**

3 Hours

Prerequisites: BUS 261 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, HIT 217, 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 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.