

Business Technology

bt.chemeketa.edu

2009–2010 Chemeketa Community College Catalog

Chemeketa offers one-year certificates and two-year degree programs in Business Technology for those who wish to pursue a career in a business office environment.

The Office Fundamentals certificate is offered for people who want to develop or refresh their clerical skills in order to qualify for entry-level office work. You may select individual courses to meet your needs, or you may work toward a Certificate of Completion.

The one-year core curriculum and electives prepare you as an entry-level office support specialist. You may earn a Business Technology Certificate of Completion by successfully completing the credit hours required.

The two-year program is designed for people who want to become administrative assistants, secretaries, office assistants, and support specialists. There are four two-year programs: Administrative Assistant, Accounting Administrative Assistant, Business Support Specialist, and Medical Administrative Assistant. You may earn an Associate of Applied Science degree by successfully completing the credit hours required for each program.

You may be interested in our Cooperative Work Experience program, which allows you to earn college credit for work you do on approved job sites in the business community. With approval of the program staff, you may enroll in BT280B-L Cooperative Work Experience and earn college credit hours. For more information, look under Cooperative Work Experience in the catalog index.

Program outcomes

Students completing the Office Fundamentals Certificate will:

- Accurately produce, edit, and proofread business documents.
- Follow professional business procedures and standards.
- Store, locate, and retrieve information to support office personnel.

Students completing the Business Technology Certificate will:

- Compose and accurately produce and proofread business documents using appropriate software and equipment within specified timelines.
- Follow professional business procedures and standards.
- Store, retrieve, distribute and manage information to support office personnel.
- Integrate computer, computation, and communication skills to accomplish office tasks.

Students completing the Business Software Certificate will:

- Compose and accurately produce and proofread business documents using appropriate software and equipment within specified timelines.
- Utilize a wide range of software knowledge in a variety of settings.
- Integrate computer, computation, and communication skills to accomplish personal and professional tasks.

Students completing the Accounting Administrative Assistant AAS will:

- Compose, proofread, and produce business documents using appropriate software and equipment to meet mailability standards within specified timelines.
- Follow professional business procedures and standards.
- Store, retrieve, distribute, and manage information to support office and management personnel.
- Integrate computer, computation, communication, and critical thinking skills to accomplish complex office tasks, enter bookkeeping data, prepare and review financial records, and solve problems.
- Apply knowledge of the internal organization and management of an office.
- Work both independently and as part of a team.

Students completing the Administrative Assistant AAS will:

- Compose, proofread, and produce a wide range of business documents using appropriate software and equipment to meet mailability standards within specified timelines.
- Follow professional business procedures and standards.
- Store, retrieve, distribute, and manage information to support office and management personnel.
- Integrate computer, computation, communication, and critical thinking skills to accomplish complex office tasks and solve problems.
- Apply knowledge of the internal organization and management of an office.
- Work both independently and as part of a team.

Chemeketa Community College

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Students completing the Business Support Specialist AAS will:

- Compose, proofread, and accurately produce business documents using appropriate software and equipment within specified timelines.
- Follow professional business procedures and standards.
- Store, retrieve, distribute, and manage information to support office personnel and management.
- Integrate computer, computation, communication, and critical thinking skills to accomplish office tasks and solve problems.
- Apply knowledge of the internal organization and management of an office.
- Work both independently and as part of a team.
- Determine the interrelationships of business, government, and society on business tasks and decisions.

Students completing the Medical Administrative Assistant AAS will:

- Compose, proofread, and accurately produce medical and other business documents using appropriate software and equipment within specified timelines.
- Follow professional business procedures and standards.
- Store, retrieve, distribute, and manage information to support office and management personnel.
- Integrate computer, computation, communication, and critical thinking skills to accomplish medical office tasks and solve problems.
- Work both independently and as part of a team.
- Determine the relationships among law, ethics, and health care professionals.

Many courses have prerequisites; check the course descriptions in the back of this catalog for details.

Getting started

The first step to entering the following programs is to take part in an assessment process, which includes taking the college’s free placement test. The second step is to obtain your scores from the Counseling and Career Services staff. Next, see a Business Technology (BT) advisor. If your scores show you need pre-program classes, your BT advisor will help you determine if you need one or more of the following:

BT084	Business English 1	3
MTH020	Basic Mathematics	4
RD090	College Textbook Reading.....	3

If you have questions about the requirements, call the Business Technology office at 503.399.6094 or 503.399.3524. Failure to be assessed may delay your entry into program classes.

Office Fundamentals Certificate of Completion

The Office Fundamentals program allows you to concentrate on developing the basic skills required of a receptionist, file clerk, typist, and/or an employee in other related positions. Course content includes keyboarding, records management, business English, and basic word processing, spreadsheet, database, and presentation software. If you wish to refresh specific skills, you may enroll in other electives as your schedule allows.

You may work toward the Office Fundamentals program on the Salem campus and at Chemeketa’s outreach campuses and

centers in Dallas, McMinnville, and Woodburn. For additional information, call 503.399.3524.

In addition to tuition, estimated costs for students who complete the required courses listed below are books, \$1,025; class fees, \$100; universal fee, \$264; equipment and supplies, \$150. Contact the Financial Aid Office at 503.399.5018 to find out if you qualify for help with these costs.

You may earn a Certificate of Completion by successfully completing the required 33 credit hours with a grade of “C” or better in all courses.

Office Fundamentals core requirements and electives (33 credit hours):

Course	Title	Credit Hours
BT085	Business English 2.....	3
BT086	Personal and Professional Development.....	3
BT116	Office Procedures.....	3
BT128	Introduction to Records Management	3
BT130	Customer Service	3
CA118A	Microsoft Windows Basics.....	1
CA118D	Internet for the Office Environment	1
CA118E	Outlook Basics.....	1
CA121	Keyboarding.....	3
CA122	Keyboard Skillbuilding.....	3
CA201D	Microsoft Word Processing 1	3
CIS101	Introduction to Microcomputer Applications.....	3
	Office Fundamentals elective*.....	3

*Office Fundamentals electives (select 3 credit hours): Courses with BA, BT, CA, and CIS prefixes. Recommended: BA115, BT280C, FE205B.

One-Year Certificate of Completion Programs

You may earn a Certificate of Completion by successfully completing the credit hours required for the Business Technology Certificate or the Business Software Certificate.

Getting started

The first step to entering the following programs is to take part in an assessment process which includes taking the college’s free placement test. The second step is to obtain your scores from the Counseling and Career Services staff. Next, see a Business Technology (BT) advisor. If your scores show you need pre-program classes, your BT advisor will help you determine if you need one or more of the following:

BT084	Business English 1	3
CA121	Keyboarding (if less than 25 wpm).....	3
MTH060	Introductory Algebra+	4
RD090	College Textbook Reading.....	3

If you have questions about the requirements, call the Business Technology office at 503.399.6094 or 503.399.5114. Failure to be assessed may delay your entry into program classes.

Business Technology Certificate of Completion

This certificate prepares you to work as a word processing operator, general office clerk, receptionist, typist, file clerk, secretary, bookkeeping assistant, and/or accounting clerk. You may enroll part time or full time. Your classes will be offered primarily in traditional classrooms and labs. Taking classes through distance education is an option for some classes. If

you are interested in taking classes primarily by distance delivery, see the Business Software Certificate.

In addition to tuition, estimated costs for students who complete the required courses listed below are books, \$1,700; class fees, \$144; universal fee, \$408; equipment and supplies, \$200. Contact the Financial Aid Office at 503.399.5018 to find out if you qualify for help with these costs.

You may earn a Certificate of Completion by successfully completing the required 51 credit hours with a grade of "C" or better in all courses.

Business Technology Certificate core requirements (48 credit hours):

Course	Title	Credit Hours
BA115	Introduction to Accounting	4
BT061	Electronic Calculators	2
BT085	Business English 2	3
BT099	Proofreading/Editing	3
BT116	Office Procedures.....	3
BT120	Professional Communications Skills+	4
BT128	Introduction to Records Management	3
BT130	Customer Service	3
CA118A	Microsoft Windows Basics*	1
CA118B1	Excel Basics 1.....	1
CA118C1	Access Basics 1	1
CA118D	Internet for the Office Environment	1
CA118E	Outlook Basics.....	1
CA122	Keyboard Skillbuilding.....	3
CA201D	Microsoft Word Processing 1	3
CA202D	Microsoft Word Processing 2	3
CA213	Integrating Office Procedures.....	3
CIS101	Introduction to Microcomputer Applications	3
PSY104	Psychology in the Workplace+	3

****Business Technology Certificate electives**

(select 3 credit hours):

BA202	Personal Effectiveness	3
BA211	Financial Accounting 1	4
BA212	Financial Accounting 2	4
BA213	Managerial Accounting	4
BA214	Business Communications	3
BT086	Personal and Professional Development.....	3
BT280C	Cooperative Work Experience.....	3
CA091	Computerized Bookkeeping.....	3
	or	
CA091ABC	QuickBooks Parts A,B,C-Computerized Bookkeeping	1 each
CA117	Microsoft Publisher	3
	or	
CA117ABC	Microsoft Publisher 1, 2, 3	1 each
CA118B2	Excel Basics 2.....	1
CA118B3	Excel Basics 3.....	1
CA118C2	Access Basics 2.....	1
CA118F1	PowerPoint Basics 1	1
CA119	Office Desktop Publishing 1.....	3
CA122	Keyboard Skillbuilding.....	3
	or	
CA122ABC	Keyboard Skillbuilding A,B,C	1 each
CA205	PageMaker 1.....	3
CA208	Workplace Presentations Using PowerPoint.....	3
CA219	Office Desktop Publishing 2.....	3
CA225	Advanced Document Production	3
CIS125E	Excel-Workbooks	4
MTH062	Business Applications Using Mathematics (or higher)	4

+Meets related instruction requirement, see page 45.

*In order to be most successful, take CA118A and CIS101 prior to other CA and CIS courses in your program.

**Other electives may be permitted. Before registering for a course not listed, contact your advisor for approval.

Business Software Certificate of Completion

This certificate offers students the opportunity to earn a one-year certificate in Business Technology primarily through distance delivery methods such as telecourses, online courses, and CTV courses.

In addition to tuition, estimated costs for students who complete required courses listed below are books, \$1,760; class fees \$108; universal fee, \$400; equipment and supplies, \$200 plus access to a computer with a modem and appropriate software. Contact the Financial Aid Office at 503.399.5018 to find out if you qualify for help with these costs.

You may earn a Certificate of Completion by successfully completing the required 50 credit hours with a grade of "C" or better in all courses.

Business Software core requirements (30 credit hours):

Course	Title	Credit Hours
CA118A	Microsoft Windows Basics*	1
CA118C1	Access Basics 1	1
CA118D	Internet for the Office Environment	1
CA118F1	PowerPoint Basics 1	1
CA201D	Microsoft Word Processing 1	3
CA202D	Microsoft Word Processing 2	3
CIS101	Introduction to Microcomputer Applications*	3
CIS125E	Excel-Workbooks	4
MTH062	Business Applications Using Mathematics+ (or higher)	4
PSY104	Psychology in the Workplace+	3
SP111	Fundamentals of Public Speaking	3
	or	
SP218	Interpersonal Communication	3
WR115	Introduction to Composition+ (or higher)	3

****Business Software electives (select 20 credit hours):**

BA115	Introduction to Accounting	4
BT061	Electronic Calculators	2
BT086	Personal and Professional Development	3
BT099	Proofreading/Editing	3
BT116	Office Procedures	3
BT130	Customer Service	3
BT280C	Cooperative Work Experience	3
CA091	QuickBooks-Computerized Bookkeeping	3
	or	
CA091ABC	QuickBooks Parts A, B, C-Computerized Bookkeeping	1 each
CA117	Microsoft Publisher	3
	or	
CA117ABC	Microsoft Publisher 1, 2, 3	1 each
CA118C2	Access Basics 2	1
CA118E	Outlook Basics	1
CA119	Office Desktop Publishing 1	3
CA122	Skillbuilding	3
CA205	PageMaker 1	3
CA208	Workplace Presentations Using PowerPoint	3
CA213	Integrating Office Procedures	3
CA219	Office Desktop Publishing 2	3
CA225	Advanced Document Production	3
CA232	Integrating Office Software Applications	3
CIS125A	Micro Database Software-Access	3
CIS178I	Introduction to the Internet/World-Wide Web	3

*In order to be most successful, take CA118A and CIS101 prior to other CA and CIS courses in your program.

**Other electives may be permitted. Before registering for a course not listed, contact your advisor for approval.

Two-Year Associate of Applied Science**Degrees**

Chemeketa's Business Technology two-year programs are designed for those who want to become an accounting assistant, administrative assistant, business support specialist, medical assistant, office coordinator or manager, and/or another type of administrative support specialist.

If you are an office worker and you want to increase your skills in order to advance in your career, you may benefit from this training. You may select individual courses to meet your needs, or you may work toward an Associate of Applied Science degree.

The program has four options: Accounting Administrative Assistant, Administrative Assistant, Business Support Specialist, and Medical Administrative Assistant. You may earn an Associate of Applied Science degree by successfully completing the credit hours required for each area. Successful completion requires that you earn a grade of "C" or better in all courses.

Getting started

The first step to entering the following programs is to take part in an assessment process, which includes taking the college's free placement test. The second step is to obtain your scores from the Counseling and Career Services staff. Next, see a Business Technology (BT) advisor. If your scores show you need pre-program classes, your BT advisor will help you determine if you need one or more of the following:

BT084	Business English 1	3
CA121	Keyboarding (if less than 25 wpm)	3
MTH060	Introductory Algebra	4
RD090	College Textbook Reading	3

If you have questions about the requirements, call the Business Technology office at 503.399.6094 or 503.399.5114. Failure to be assessed may delay your entry into program classes.

Accounting Administrative Assistant Associate of Applied Science

The Accounting Administrative Assistant degree prepares you for office positions where bookkeeping tasks are emphasized.

This program provides you with basic training in bookkeeping—both manual and computerized—in addition to training in office skills such as information processing, office procedures, records management, and office management.

In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$2,940; class fees, \$262; universal fee, \$800; equipment and supplies, \$350. Contact the Financial Aid Office at 503.399.5018 to find out if you qualify for help with these costs.

You may earn an Associate of Applied Science degree by successfully completing the required 100 credit hours with a grade of "C" or better in all courses.

Accounting Administrative Assistant first-year core requirements (51 credit hours):

Course	Title	Credit Hours
BA115	Introduction to Accounting.....	4
BT061	Electronic Calculators.....	2
BT085	Business English 2.....	3
BT099	Proofreading/Editing.....	3
BT116	Office Procedures.....	3
BT120	Professional Communication Skills.....	4
BT128	Introduction to Records Management.....	3
BT130	Customer Service.....	3
CA091	QuickBooks—Computerized Bookkeeping.....	3
CA118A	Microsoft Windows Basics.....	1
CA118B1	Excel Basics 1.....	1
CA118C1	Access Basics 1.....	1
CA118D	Internet for the Office Environment.....	1
CA122	Keyboard Skillbuilding.....	3
CA201D	Microsoft Word Processing 1.....	3
CA202D	Microsoft Word Processing 2.....	3
CA213	Integrating Office Procedures.....	3
CIS101	Introduction to Microcomputer Applications.....	3
MTH062	Business Applications Using Mathematics+ (or higher).....	4

Accounting Administrative Assistant second-year core requirements (49 credit hours):

Course	Title	Credit Hours
BA177	Payroll.....	4
BA214	Business Communications+.....	3
BA228	Computer Accounting Applications.....	3
BA251	Office Management.....	3
BT086	Personal and Professional Development.....	3
BT280C	Cooperative Work Experience.....	3
CA118E	Outlook Basics.....	1
CA208	Workplace Presentation Using PowerPoint.....	3
CA230	Executive Office Simulation.....	3
CA232	Integrating Office Software Applications.....	3
CIS125E	Excel—Workbooks.....	4
MTH070	Elementary Algebra (or higher).....	4
PSY104	Psychology in the Workplace+.....	3
	Accounting Administrative Assistant electives*.....	9

***Accounting Administrative Assistant electives (select 9 credit hours):**

BA101	Introduction to Business.....	4
BA202	Personal Effectiveness.....	3
BA203	Organizational Behavior.....	3
BA204	Teamwork Dynamics.....	3
BA211	Financial Accounting 1.....	4
BA212	Financial Accounting 2.....	4
BA213	Managerial Accounting.....	4
BA223	Principles of Marketing.....	4
BA226	Business Law 1.....	4
BA227	Business Law 2.....	3
BA277	Business Ethics.....	3
CA117	Microsoft Publisher.....	3
	or	
CA117ABC	Microsoft Publisher 1, 2, 3.....	1 each
CA118B2	Excel Basics 2.....	1
CA118B3	Excel Basics 3.....	1
CA118C2	Access Basics 2.....	1
CA118F1	PowerPoint Basics 1.....	1
CA119	Office Desktop Publishing 1.....	3
CA122	Keyboard Skillbuilding (repeat).....	3
CA205	PageMaker 1.....	3
CA219	Office Desktop Publishing 2.....	3
CA225	Advanced Document Production.....	3
CIS125A	Micro Database Software-Access.....	3
CIS178I	Introduction to the Internet/World-Wide Web.....	3
WR227	Technical Writing.....	3

Administrative Assistant Associate of Applied Science

The Administrative Assistant prepares you for a variety of positions in administrative support. This work requires you to be able to organize a variety of tasks, accept responsibility, and work effectively as a team member. You will become skilled in areas such as keyboarding, document production, composition, machine transcription, and computers. You will gain knowledge of records management, word processing, spreadsheets, databases, desktop publishing, and office procedures.

In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$2,940; class fees, \$227; universal fee, \$792; equipment and supplies, \$350. Contact the Financial Aid Office at 503.399.5018 to find out if you qualify for help with these costs.

You may earn an Associate of Applied Science degree by successfully completing the required 99 credit hours with a grade of "C" or better in all courses.

**Administrative Assistant first-year core requirements
(50 credit hours):**

Course	Title	Credit Hours
BA115	Introduction to Accounting.....	4
BT061	Electronic Calculators.....	2
BT085	Business English 2.....	3
BT099	Proofreading/Editing.....	3
BT116	Office Procedures.....	3
BT120	Professional Communication Skills.....	4
BT128	Introduction to Records Management.....	3
BT130	Customer Service.....	3
CA118A	Microsoft Windows Basics.....	1
CA118B1	Excel Basics 1.....	1
CA118C1	Access Basics 1.....	1
CA118D	Internet for the Office Environment.....	1
CA119	Office Desktop Publishing 1.....	3
CA122	Keyboard Skillbuilding.....	3
CA201D	Microsoft Word Processing 1.....	3
CA202D	Microsoft Word Processing 2.....	3
CA213	Integrating Office Procedures.....	3
CIS101	Introduction to Microcomputer Applications.....	3
	Administrative Assistant electives*.....	3

**Administrative Assistant second-year core requirements
(49 credit hours):**

BT086	Personal and Professional Development.....	3
BA214	Business Communications+.....	3
BA251	Office Management.....	3
BT280C	Cooperative Work Experience.....	3
CA118E	Outlook Basics.....	1
CA208	Workplace Presentations Using PowerPoint.....	3
CA219	Office Desktop Publishing 2.....	3
CA225	Advanced Document Production.....	3
CA230	Executive Office Simulation.....	3
CA232	Integrating Office Software Applications.....	3
MTH062	Business Applications Using Mathematics+ (or higher).....	4
PSY104	Psychology in the Workplace+.....	3
SP111	Fundamentals of Public Speaking.....	3
	or	
SP218	Interpersonal Communication.....	3
WR227	Technical Writing.....	3
	Administrative Assistant electives*.....	5
	Humanities/Fine Arts elective.....	3
	or	
	Administrative Assistant elective.....	3

***Administrative Assistant electives
(select 8 credit hours):**

Course	Title	Credit Hours
BA101	Introduction to Business.....	4
BA177	Payroll.....	4
BA202	Personal Effectiveness.....	3
BA203	Organizational Behavior.....	3
BA204	Teamwork Dynamics.....	3
BA211	Financial Accounting 1.....	4
BA212	Financial Accounting 2.....	4
BA213	Managerial Accounting.....	4
BA223	Principles of Marketing.....	4
BA226	Business Law 1.....	4
BA227	Business Law 2.....	3
BA277	Business Ethics	
CA091	QuickBooks—Computerized Bookkeeping.....	3
	or	
CA091ABC	QuickBooks Parts ABC—Computerized Bookkeeping.....	1 each
CA117	Microsoft Publisher.....	3
	or	
CA117ABC	Microsoft Publisher 1, 2, 3.....	1 each
CA118B2	Excel Basics 2.....	1
CA118B3	Excel Basics 3.....	1
CA118C2	Access Basics 2.....	1
CA118F1	PowerPoint Basics 1.....	1
CA122	Keyboard Skillbuilding (repeat).....	3
CA205	PageMaker 1.....	3
CIS125A	Micro Database Software—Access.....	3
CIS125E	Excel—Workbooks.....	4
CIS178I	Introduction to the Internet/World-Wide Web.....	3

Business Support Specialist Associate of Applied Science

The Business Support Specialist prepares you for a career in a variety of business environments where you are able to work independently, exercising responsible judgment. This program stresses the business environment and interpersonal relations. You will develop computer skills, including training in the use of current operating systems, software applications, the Internet, and the World-Wide Web.

In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$2,940; class fees, \$212; universal fee, \$808; equipment and supplies, \$350. Contact the Financial Aid Office at 503.399.5018 to find out if you qualify for help with these costs.

You may earn an Associate of Applied Science degree by successfully completing the required 101 credit hours with a grade of "C" or better in all courses.

Business Support Specialist first-year core requirements (50 credit hours):

Course	Title	Credit Hours
BA101	Introduction to Business	4
BA202	Personal Effectiveness	3
BT061	Electronic Calculators	2
BT085	Business English 2	3
BT099	Proofreading/Editing	3
BT116	Office Procedures	3
BT120	Professional Communication Skills	4
BT128	Introduction to Records Management	3
CA118A	Microsoft Windows Basics*	1
CA118B1	Excel Basics 1	1
CA118C1	Access Basics 1	1
CA118D	Internet for the Office Environment	1
CA119	Office Desktop Publishing 1	3
CA122	Keyboard Skillbuilding	3
CA201D	Microsoft Word Processing 1	3
CA202D	Microsoft Word Processing 2	3
CA213	Integrating Office Procedures	3
CIS101	Introduction to Microcomputer Applications*	3
	Business Support Specialist electives**	3

Business Support Specialist second-year core requirements (51 credit hours):

BA115	Introduction to Accounting	4
BA203	Organizational Behavior	3
BA214	Business Communications+	3
BA251	Office Management	3
BT086	Personal and Professional Development	3
BT130	Customer Service	3
BT280C	Cooperative Work Experience	3
CA091	QuickBooks—Computerized Bookkeeping	3
CA118E	Outlook Basics	1
CA208	Workplace Presentations Using PowerPoint	3
CA219	Office Desktop Publishing 2	3
CA232	Integrating Office Software Applications	3
MTH062	Business Applications Using Mathematics+ (or higher)	4
PSY104	Psychology in the Workplace+	3
SP111	Fundamentals of Public Speaking	3
	or	
SP218	Interpersonal Communication	3
	Business Support Specialist electives**	3
	Humanities/Fine Arts elective	3
	or	
	Science/Applied Science	3

****Business Support Specialist electives (select 6 credit hours):**

BA177	Payroll	4
BA204	Teamwork Dynamics	3
BA211	Financial Accounting 1	4
BA212	Financial Accounting 2	4
BA213	Managerial Accounting	4
BA223	Principles of Marketing	4
BA226	Business Law 1	4
BA227	Business Law 2	3
BA277	Business Ethics	3
CA117	Microsoft Publisher	3
	or	
CA117ABC	Microsoft Publisher 1, 2, 3	1 each
CA118B2	Excel Basics 2	1
CA118B3	Excel Basics 3	1
CA118C2	Access Basics 2	1
CA118F1	PowerPoint Basics 1	1
CA122	Keyboard Skillbuilding (repeat)	3
CA205	PageMaker 1	3
CA225	Advanced Document Production	3
CA230	Executive Office Simulation	3
CIS125A	Micro Database Software-Access	3
CIS125E	Excel—Workbooks	4
CIS178I	Introduction to the Internet/World-Wide Web	3
WR227	Technical Writing+	3

*In order to be successful, take CA118A and CIS101 prior to other CA and CIS courses in your program.

**Other electives may be permitted. Before registering for a course not listed, contact your advisor for approval.

Medical Administrative Assistant Associate of Applied Science

The Medical Administrative Assistant prepares you to work in medically-related offices where you may make appointments, manage patient records, meet patients, type correspondence, transcribe patient records, maintain financial records, and complete insurance forms.

In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$2,940; class fees, \$215; universal fee, \$582; equipment and supplies, \$350. Contact the Financial Aid Office at 503.399.5018 to find out if you qualify for help with these costs.

You may earn an Associate of Applied Science degree by successfully completing the required 97 credit hours with a grade of "C" or better in all courses.

Medical Administrative Assistant first-year core requirements (48 credit hours):

Course	Title	Credit Hours
BT085	Business English 2.....	3
BT099	Proofreading/Editing.....	3
BT116	Office Procedures.....	3
BT120	Professional Communication Skills.....	4
CA118A	Microsoft Windows Basics.....	1
CA118B1	Excel Basics 1.....	1
CA118C1	Access Basics 1.....	1
CA118D	Internet for the Office Environment.....	1
CA201D	Microsoft Word Processing 1.....	3
CA202D	Microsoft Word Processing 2.....	3
CA213	Integrating Office Procedures.....	3
CIS101	Introduction to Microcomputer Applications.....	3
HM101	Medical Law and Ethics.....	3
HM110	Health Information Systems Procedures 1.....	4
HM114	CPT-IV Coding/Reimbursement.....	3
HM115	ICD-9-CM Coding/Reimbursement.....	3
HM120	Medical Terminology 1.....	3
HM121	Medical Terminology 2.....	3

Medical Administrative Assistant second-year core requirements (49 credit hours):

BA115	Introduction to Accounting.....	4
BA214	Business Communications+.....	3
BI171	Introduction to Human Anatomy and Physiology.....	13
BI172	Introduction to Human Anatomy and Physiology.....	23
BT061	Electronic Calculators.....	2
BT086	Personal and Professional Development.....	3
BT128	Introduction to Records Management.....	3
BT130	Customer Service.....	3
CA122	Keyboard Skillbuilding.....	3
CA225	Advanced Document Production.....	3
CA230	Executive Office Simulation.....	3
HM141	Medical Transcription 1.....	3
MTH062	Business Applications Using Mathematics+ (or higher).....	4
PSY104	Psychology in the Workplace+.....	3
SP111	Fundamentals of Public Speaking.....	3
	or	
SP218	Interpersonal Communication.....	3
	Medical Administrative Assistant elective*.....	3

***Medical Administrative Assistant electives (select 3 credit hours):**

BA101	Introduction to Business.....	4
BA177	Payroll.....	4
BA202	Personal Effectiveness.....	3
BA203	Organizational Behavior.....	3
BA204	Teamwork Dynamics.....	3
BA211	Financial Accounting 1.....	4
BA212	Financial Accounting 2.....	4
BA213	Managerial Accounting.....	4
BA223	Principles of Marketing.....	4
BA226	Business Law 1.....	4
BA227	Business Law 2.....	3
BA251	Office Management.....	3
BA277	Business Ethics.....	3
CA091	QuickBooks—Computerized Bookkeeping.....	3
	or	
CA091ABC	QuickBooks Parts ABC—Computerized Bookkeeping.....	1 each
CA117	Microsoft Publisher.....	3
	or	
CA117ABC	Microsoft Publisher 1, 2, 3.....	1 each
CA118B2	Excel Basics 2.....	1
CA118B3	Excel Basics 3.....	1
CA118C2	Access Basics 2.....	1
CA118E	Outlook Basics.....	1
CA118F1	PowerPoint Basics 1.....	1
CA119	Office Desktop Publishing 1.....	3
CA122	Keyboard Skillbuilding (repeat).....	3
CA205	PageMaker 1.....	3
CA208	Workplace Presentations Using PowerPoint.....	3
CA219	Office Desktop Publishing 2.....	3
CA232	Integrating Office Software Applications.....	3
CIS125A	Micro Database Software-Access.....	3
CIS125E	Excel—Workbooks.....	4
CIS178I	Introduction to the Internet/World-Wide Web.....	3
WR227	Technical Writing.....	3