

Business Technology Programs

bt.chemeketa.edu

Chemeketa offers short-term and 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 Business Software certificate is designed for individuals who wish to update their business software skills in applications including word processing, spreadsheets, presentations, and databases. 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. The Virtual Office Assistant certificate is for those who already have administrative office experience and want to obtain the skills necessary to work as an independent contractor from home or another office site. The Business Technology certificate prepares individuals to become entry-level office support specialists. Students may earn any of the certificates by successfully completing the credit hours required.

The two-year programs are designed for those who want to become administrative assistants, secretaries, office assistants, and support specialists. There are four two-year programs: Administrative Office Professional, Accounting Administrative Assistant, Medical Administrative Assistant, and Virtual Office Assistant. Students may earn an associate of applied science degree by successfully completing the credit hours required for each program.

Program Outcomes

Students completing the Business Software certificate should be able to:

- 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 Business Technology certificate should be able to:

- 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 Office Fundamentals certificate should be able to:

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

Students completing the Accounting Administrative Assistant degree should be able to:

- 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 Office Professional degree should be able to:

- 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



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Students completing the Medical Administrative Assistant degree should be able to:

- 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

Students completing the Virtual Office Assistant certificate or degree should be able to:

- 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 provide virtual support to 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 in a virtual office environment

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

Getting started

The first step to entering these programs is to take part in an assessment process, which includes taking the college’s free placement test and meeting with Chemeketa’s Advising and Counseling Services staff. The Advising and Counseling staff will help you determine your first term courses. For your remaining terms your Business Technology faculty advisor will help you develop an individualized program of study. If your scores show you need entry-level courses, an advisor will help you determine if you need one or more of the following:

For the Business Software, Business Technology, and Virtual Office Assistant certificates

BT104	Business English 1	3
CA121	Keyboarding (if less than 25 wpm)	3
MTH020	Basic Mathematics.....	4
RD090	College Textbook Reading.....	3

For the Office Fundamentals certificate

MTH020	Basic Mathematics.....	4
RD090	College Textbook Reading.....	3

For the degrees

BT104	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, contact the Business Technology program chair at patti.sessions@

chemeketa.edu or call the department office at 503.399.5048. Failure to be assessed may delay your entry into program classes.

Administrative Office Professional AAS

Business Software Certificate of Completion

This program offers students the opportunity to earn a certificate in Business Software through online courses and/or traditional courses.

In addition to tuition, estimated costs for students who complete the required courses listed below are books, \$1,215; class fees, \$86; universal fee, \$280; equipment and supplies, \$120. 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 20 credit hours with a grade of “C” or better in all courses.

Course	Title	Credit Hours
CA118A	Microsoft Windows Basics.....	1
CA118B1	Excel Basics 1	1
CA118B2	Excel Basics 2	1
CA118B3	Excel Basics 3	1
CA118C1	Access Basics 1.....	1
CA118C2	Access Basics 2.....	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
	Business Software electives*	6

*Choose a minimum of six credits from the list of electives below. Some of these courses have prerequisites. Check the course descriptions in the back of this catalog for details.

***Business Software electives**

BA214	Business Communications.....	3
BT210	Professional Communication Skills.....	4
CA100	Beginning Computing.....	3
CA117	Microsoft Publisher.....	3
CA118E	E-mail and Personal Information Manager Basics.....	1
CA208	Workplace Presentations Using PowerPoint	3
CA220	QuickBooks-Computerized Bookkeeping.....	3
CIS101	Introduction to Microcomputer Applications.....	3

Administrative Office Professional AAS

Business Technology Certificate of Completion

This certificate prepares you to work as a word processing specialist, general office clerk, receptionist, document processor, file clerk, secretary, bookkeeping assistant, and/or accounting clerk. You may enroll part time or full time. Your classes will be offered in traditional and computer classrooms. Several of these courses are also offered online.

In addition to tuition, estimated costs for students who complete the required courses listed below are books, \$2,602; class fees, \$162; universal fee, \$770; equipment and supplies, \$300. 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 55 credit hours with a grade of "C" or better in all courses.

Course	Title	Credit Hours
BA115	Introduction to Accounting	4
BT105	Business English 2	3
BT112	Proofreading/Editing.....	3
BT116	Office Procedures.....	3
BT123	Minute-Taking, Level 1	2
BT128	Introduction to Records Management	2
BT186	Personal and Professional Development.....	3
BT210	Professional Communications Skills+	4
BT230	Organization Performance and Customer Service+	3
CA118A	Microsoft Windows Basics*	1
CA118B1	Excel Basics 1	1
CA118B2	Excel Basics 2	1
CA118C1	Access Basics 1.....	1
CA118D	Internet for the Office Environment	1
CA118E	E-mail and Personal Information Manager 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
	or	
CA100	Beginning Computing.....	3
MTH060	Introductory Algebra+.....	4
	Business Technology certificate electives**	3

+Meets related instruction requirement, see page 50. For subject areas, see page 56.

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

**Choose BT280C or any BA, BT, or CA course.

Administrative Office Professional AAS

Office Fundamentals Certificate of Completion

The Office Fundamentals program allows you to concentrate on developing the basic skills required of a receptionist, file clerk, document processor, and/or an employee in other related positions. Course content includes keyboard skillbuilding, 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.

In addition to tuition, estimated costs for students who complete the required courses listed below are books, \$1,843; class fees, \$156; universal fee, \$518; equipment and supplies, \$240. 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 37 credit hours with a grade of "C" or better in all courses.

Office Fundamentals core requirements and electives (37 credit hours):

Course	Title	Credit Hours
BT104	Business English 1	3
BT105	Business English 2	3
BT116	Office Procedures.....	3
BT128	Introduction to Records Management	2
BT186	Personal and Professional Development.....	3
BT230	Organization Performance and Customer Service	3
CA118A	Microsoft Windows Basics.....	1
CA118B1	Excel Basics 1	1
CA118B2	Excel Basics 2	1
CA118D	Internet for the Office Environment	1
CA118E	E-mail and Personal Information Manager Basics.....	1
CA121	Keyboarding.....	3
CA122	Keyboard Skillbuilding	3
CA201D	Microsoft Word Processing 1	3
CIS101	Introduction to Microcomputer Applications	3
	or	
CA100	Beginning Computing.....	3
	Office Fundamentals elective*	3

*Choose courses with BA, BT, CA, CIS, or FE prefixes. Recommended: BA115, BT280C, or FE205B.

Administrative Office Professional AAS

Virtual Office Assistant Certificate of Completion

This program is designed for individuals with prior administrative assistant experience who are seeking the necessary coursework and practical experience to work as an independent contractor. Admittance to the program is granted only through program faculty approval. For more information, contact Business Technology program chair patti.sessions@chemeketa.edu or call the department office at 503.399.5048.

In addition to tuition, estimated costs for students who complete the required courses listed below are books, \$1,308; class fees, \$219; universal fee, \$560; equipment and supplies, \$240. 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 40 credit hours with a grade of "C" or better in all courses.

Course	Title	Credit Hours
BA115	Introduction to Accounting	4
BA209	Introduction to Social Media	4
BA223	Principles of Marketing.....	4
BA226	Business Law 1	4
BA251	Office Management	3
	or	
BA250	Small Business and Entrepreneurship	4
	or	
BA206	Business Management Principles.....	4
BT272	Virtual Office 1	4
BT273	Virtual Office 2	4
CA208	Workplace Presentations Using PowerPoint	3
CA119	Office Desktop Publishing 1.....	4
CA220	QuickBooks-Computerized Bookkeeping.....	3
	Virtual Office Assistant elective*	3

***Virtual Office Assistant electives**

BA101	Introduction to Business.....	4
BA104	Business Applications using Mathematics.....	4
BA214	Business Communications.....	3
BT112	Proofreading/Editing.....	3
BT210	Professional Communication Skills.....	4
BT230	Organization Performance and Customer Service.....	3
CA122	Keyboard Skillbuilding	3
CA202D	Microsoft Word Processing 2	3
CA213	Integrating Office Procedures.....	3
CA225	Advanced Document Formatting.....	3

Administrative Office Professional AAS

Accounting Administrative Assistant Associate of Applied Science Degree Option

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

This program provides you with basic education 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 required courses listed below are books, \$4,304; class fees, \$268; universal fee, \$1,400; equipment and supplies, \$550. 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 (50 credit hours):

Course	Title	Credit Hours
BA115	Introduction to Accounting	4
BT105	Business English 2	3
BT112	Proofreading/Editing.....	3
BT116	Office Procedures.....	3
BT123	Minute-Taking, Level 1	2
BT128	Introduction to Records Management	2
BT186	Personal and Professional Development.....	3
BT210	Professional Communication Skills+	4
CA118A	Microsoft Windows Basics.....	1
CA118B1	Excel Basics 1	1
CA118B2	Excel Basics 2	1
CA118B3	Excel Basics 3	1
CA118C1	Access Basics 1.....	1
CA118C2	Access Basics 2.....	1
CA118D	Internet for the Office Environment	1
CA118E	E-mail and Personal Information Manager Basics.....	1
CA122	Keyboard Skillbuilding	3
CA201D	Microsoft Word Processing 1	3
CA202D	Microsoft Word Processing 2	3
CA213	Integrating Office Procedures.....	3
CA220	QuickBooks-Computerized Bookkeeping.....	3
CIS101	Introduction to Microcomputer Applications.....	3
	or	
CA100	Beginning Computing.....	3

Accounting Administrative Assistant second-year core requirements (50 credit hours):

Course	Title	Credit Hours
BA101	Introduction to Business.....	4
BA104	Business Applications Using Mathematics+	4
	or	
MTH070	Elementary Algebra+ (or higher).....	4
BA177	Payroll.....	4
BA211	Financial Accounting 1	4
BA214	Business Communications.....	3
BA226	Business Law 1	4
BA228	Computer Accounting Applications.....	4
BT230	Organization Performance and Customer Service+	3
BA251	Office Management	3
BT271	Administrative Capstone Projects	4
BT280C	Cooperative Work Experience	3
CA208	Workplace Presentations Using PowerPoint	3
CA225	Advanced Document Production.....	3
PSY104	Workplace Psychology (or other General Education elective).....	4

+Meets related instruction requirement, see page 50. For subject areas, see page 56.

Administrative Office Professional Associate of Applied Science Degree

The Administrative Office Professional degree 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. The program emphasizes project management; internet/intranet communications and research; document production and retrieval; customer service; composition; efficient use of a variety of software packages; and public relations.

As a statewide cooperative effort among several Oregon community colleges, this program is transferable to the following participating schools: Blue Mountain Community College, Clackamas Community College, Clatsop Community College, Columbia Gorge Community College, Klamath Community College, Lane Community College, Linn-Benton Community College, Mt. Hood Community College, Portland Community College, and Southwestern Oregon Community College. Consult with a Business Technology faculty advisor on course transferability.

In addition to tuition, estimated costs for students who complete the required courses listed below are books, \$4,052; class fees, \$262; universal fee, \$1,344; equipment and supplies, \$525. 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 96 credit hours with a grade of "C" or better in all courses.

Administrative Office Professional first-year core requirements (46 credit hours):

Course	Title	Credit Hours
BT105	Business English 2	3
BT112	Proofreading/Editing.....	3
BT116	Office Procedures.....	3
BT123	Minute-Taking, Level 1	2
BT128	Introduction to Records Management	2
BT186	Personal and Professional Development.....	3
BT210	Professional Communication Skills.....	4
CA118A	Microsoft Windows Basics.....	1
CA118B1	Excel Basics 1	1
CA118B2	Excel Basics 2	1
CA118B3	Excel Basics 3	1
CA118C1	Access Basics 1.....	1
CA118C2	Access Basics 2.....	1
CA118D	Internet for the Office Environment	1
CA118E	E-mail and Personal Information Manager Basics.....	1
CA122	Keyboard Skillbuilding	3
CA201D	Microsoft Word Processing 1	3
CA202D	Microsoft Word Processing 2	3
CA208	Workplace Presentations using PowerPoint.....	3
CA213	Integrating Office Procedures	3
CIS101	Introduction to Microcomputer Applications.....	3
	or	
CA100	Beginning Computing.....	3

Administrative Office Professional second-year core requirements (50 credit hours):

Course	Title	Credit Hours
BA101	Introduction to Business.....	4
BA104	Business Applications Using Mathematics+	4
	or	
MTH070	Elementary Algebra+ (or higher).....	4
BA115	Introduction to Accounting	4
BA214	Business Communications+	3
BA226	Business Law 1	4
BA251	Office Management	3
BT230	Organization Performance and Customer Service+	3
BT271	Administrative Capstone Projects	4
BT280C	Cooperative Work Experience	3
CA119	Office Desktop Publishing 1.....	4
CA220	QuickBooks-Computerized Bookkeeping.....	3
CA225	Advanced Document Production	3
PSY104	Workplace Psychology (or other General Education elective).....	4
	Elective*	4

+Meets related instruction requirement, see page 50. For subject areas, see page 56.

*Elective: Choose four credits from BA, BT, CA, or foreign language courses.

Medical Administrative Assistant Associate of Applied Science Degree

The Medical Administrative Assistant degree 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. Due to the confidential nature of medical office records, a background check may be required of students in this program.

In addition to tuition, estimated costs for students who complete the required courses listed below are books, \$4,167; class fees, \$370; universal fee, \$1,358; equipment and supplies, \$550. 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
BI171	Introduction to Human Anatomy and Physiology 1	3
BI172	Introduction to Human Anatomy and Physiology 2	3
BT105	Business English 2	3
BT112	Proofreading/Editing	3
BT186	Personal and Professional Development.....	3
BT210	Professional Communication Skills	4
CA118A	Microsoft Windows Basics.....	1
CA118B1	Excel Basics 1	1
CA118B2	Excel Basics 2	1
CA118B3	Excel Basics 3	1
CA118C1	Access Basics 1.....	1
CA118C2	Access Basics 2.....	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
	or	
CA100	Beginning Computing	3
HM120	Medical Terminology 1	3
HM121	Medical Terminology 2.....	4

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

BA104	Business Applications Using Mathematics+	4
	or	
MTH070	Elementary Algebra+ (or higher).....	4
BA115	Introduction to Accounting	4
BA214	Business Communications+	3
BT123	Minute-Taking, Level 1	2
BT128	Introduction to Records Management	2
BT230	Organization Performance and Customer Service+	3
BT271	Administrative Capstone Projects	4
BT280C	Cooperative Work Experience	3
CA118E	E-mail and Personal Information Manager Basics.....	1
CA208	Workplace Presentations Using PowerPoint	3
CA225	Advanced Document Production	3
HM101	Medical Law and Ethics.....	3
HM114	CPT Coding and Reimbursement	3
HM115	ICD-10-CM Coding/Diagnosis	4
PSY104	Workplace Psychology (or other General Education elective).....	4
	Medical Administrative Assistant electives*	3

+Meets related instruction requirement, see page 50. For subject areas, see page 56.

*Choose a minimum of three credits from the list of electives below. Some of these courses have prerequisites. Check the college catalog and contact a Business Technology advisor.

Medical Administrative Assistant electives:

BT116	Office Procedures.....	3
CA119	Office Desktop Publishing 1.....	4
CA220	QuickBooks-Computerized Bookkeeping	3
COMM115	Introduction to Intercultural Communication	4
HM113	Healthcare Financing, Insurance, and Reimbursement	3
SOC204	The Sociological Perspective	4
WR227	Technical Writing	4

Administrative Office Professional AAS

Virtual Office Assistant Associate of Applied Science Degree Option

The Virtual Office Assistant degree prepares you for positions in which you provide clients with remote administrative office assistance from a home or other office. Virtual office assisting requires the ability to organize a variety of tasks and accept business responsibility. Often, virtual office assistants are self-employed professionals operating as independent contractors. Consequently, course content covers establishing a business; being aware of legal requirements, developing marketing tools and a business website, utilizing management skills, employing social media outlets; implementing accounting procedures, producing printed materials using desktop publishing software and exploring all aspects of virtual office assisting as a career field.

In addition to tuition, estimated costs for students who complete the required courses listed below are books, \$4,031; class fees, \$387; universal fee, \$1,386; equipment and supplies, \$550. 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.

Virtual Office Assistant first-year core requirements (48 credit hours):

Course	Title	Credit Hours
BA115	Introduction to Accounting	4
BT105	Business English 2	3
BT112	Proofreading/Editing.....	3
BT116	Office Procedures.....	3
BT128	Introduction to Records Management	2
BT186	Personal and Professional Development.....	3
BT210	Professional Communication Skills.....	4
CA118A	Microsoft Windows Basics.....	1
CA118B1	Excel Basics 1	1
CA118B2	Excel Basics 2	1
CA118B3	Excel Basics 3	1
CA118C1	Access Basics 1.....	1
CA118C2	Access Basics 2.....	1
CA118D	Internet for the Office Environment	1
CA118E	E-mail and Personal Information Manager Basics.....	1
CA122	Keyboard Skillbuilding	3
CA201D	Microsoft Word Processing 1	3
CA202D	Microsoft Word Processing 2	3
CA208	Workplace Presentations Using PowerPoint	3
CA213	Integrating Office Procedures	3
CIS101	Introduction to Microcomputer Applications	3
	or	
CA100	Beginning Computing.....	3

Virtual Office Assistant second-year core requirements (51 credit hours):

Course	Title	Credit Hours
BA101	Introduction to Business.....	4
BA104	Business Applications Using Mathematics+	4
	or	
MTH070	Elementary Algebra+ (or higher).....	4
BA209	Introduction to Social Media.....	4
BA214	Business Communications+	3
BA223	Principles of Marketing.....	4
BA226	Business Law 1	4
BT230	Organization Performance and Customer Service+	3
BA251	Office Management	3
	or	
BA250	Small Business and Entrepreneurship	4
	or	
BA206	Business Management Principles.....	4
BT272	Virtual Office 1	4
BT273	Virtual Office 2	4
CA119	Office Desktop Publishing 1.....	4
CA220	QuickBooks-Computerized Bookkeeping.....	3
CA225	Advanced Document Production.....	3
PSY104	Workplace Psychology	4

+Meets related instruction requirement, see page 50. For subject areas, see page 56.