

Business Technology Programs

bt.chemeketa.edu

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 three two-year programs: Administrative Office Professional, Accounting Administrative Assistant, 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.

Total required credit may vary due to three to four credit conversion. Chemeketa degree and certificate minimum requirements must be met.

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 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 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 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 Office Professional 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.

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.



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- 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:

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

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

Administrative Office Professional 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, Yamhill Valley, 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, \$1,355; class fees, \$100; universal fee, \$279; equipment and supplies, \$155. 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 31 credit hours with a grade of "C" or better in all courses.

Office Fundamentals core requirements and electives (31 credit hours):

Course	Title	Credit Hours
BT105	Business English 2.....	3
BT116	Office Procedures.....	3
BT128	Introduction to Records Management.....	2
BT130	Customer Service	3
BT186	Personal and Professional Development	3
CA118A	Microsoft Windows Basic	1
CA118B1	Excel Basics 1.....	1
CA118B2	Excel Basics 2.....	1
CA118D	Internet for the Office Environment	1
CA118E	Outlook Basics.....	1
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.

Administrative Office Professional

Business Software Certificate of Completion

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

In addition to tuition, estimated costs for students who complete the required courses listed below are books, \$800; class fees, \$100; universal fee, \$180; equipment and supplies, \$80. 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 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
	Business Software electives*.....	6

*Choose a minimum of six credits from the list of electives below. Some of these courses have prerequisites. Check the college catalog.

*Business Software electives

BA214	Business Communications	3
BT210	Professional Communication Skills.....	4
CA117	Microsoft Publisher	3
CA118E	Outlook Basics.....	1
CA208	Workplace Presentations Using PowerPoint.....	3
CA220	Quickbooks: Computerized Bookkeeping	3
CIS101	Introduction to Microcomputer Applications.....	3

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.

Administrative Office Professional

Business Technology Certificate of Completion

This certificate prepares you to work as a word processing operator, 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 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, \$2,035; class fees, \$100; universal fee, \$495; equipment and supplies, \$220. 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
BT128	Introduction to Records Management.....	2
BT130	Customer Service+.....	3
BT131	Electronic Calculators.....	2
BT186	Personal and Professional Development.....	3
BT210	Professional Communications Skills+.....	4
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	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
MTH060	Introductory Algebra+.....	4
	Business Technology Certificate electives**.....	3

+Meets related instruction requirement, see page 43. For subject areas, see page 55.

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

**Choose BA104 or any BA, BT, or CA course.

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 office professional, 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 program of study. You may select individual courses to meet your needs, or you may work toward an Associate of Applied Science degree.

The program has three options: Accounting Administrative Assistant, Administrative Office Professional, 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:

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, call the Business Technology program office at 503.399.6094. Failure to be assessed may delay your entry into program classes.

Administrative Office Professional

Accounting Administrative Assistant Associate of Applied Science 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, \$3,700; class fees, \$255; universal fee, \$900; equipment and supplies, \$400. 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 (49 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
BT130	Customer Service+	3
BT131	Electronic Calculators.....	2
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
CA220	QuickBooks-Computerized Bookkeeping	3
CIS101	Introduction to Microcomputer Applications.....	3

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

Course	Title	Credit Hours
BA101	Introduction to Business.....	4
BA104	Business Applications Using Mathematics+ (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
BA251	Office Management.....	3
BT186	Personal and Professional Development	3
BT271	Administrative Capstone Projects	4
BT280C	Cooperative Work Experience.....	3
CA118E	Outlook Basics.....	1
CA208	Workplace Presentations Using PowerPoint.....	3
CA225	Advanced Document Production	3
PSY104	Psychology in the Workplace	4

+Meets related instruction requirement, see page 43. For subject areas, see page 55.

Administrative Office Professional Associate of Applied Science

The Administrative Office Professional program 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,

Klamath Community College, Lane Community College, Linn-Benton Community College, Mt. Hood Community College, Portland Community College, and Southwestern Oregon Community College. Consult with Counseling and Career Services or a Chemeketa advisor on course transferability.

In addition to tuition, estimated costs for students who complete the required courses listed below are books, \$3,500; class fees, \$212; universal fee, \$828; equipment and supplies, \$368. 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 92 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
BA115	Introduction to Accounting.....	4
BT105	Business English 2.....	3
BT112	Proofreading/Editing.....	3
BT116	Office Procedures.....	3
BT128	Introduction to Records Management.....	2
BT130	Customer Service+	3
BT131	Electronic Calculators.....	2
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

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

Course	Title	Credit Hours
BA101	Introduction to Business.....	4
BA104	Business Applications Using Mathematics+ (or higher)	4
BA214	Business Communications+	3
BA226	Business Law.....	4
BA251	Office Management.....	3
BT186	Personal and Professional Development	3
BT271	Administrative Capstone Projects	4
BT280C	Cooperative Work Experience.....	3
CA118E	Outlook Basics.....	1
CA119	Office Desktop Publishing 1.....	4
CA208	Workplace Presentations Using PowerPoint.....	3
CA220	QuickBooks-Computerized Bookkeeping	3
CA225	Advanced Document Production	3
PSY104	Psychology in the Workplace	4

+Meets related instruction requirement, see page 43. For subject areas, see page 55.

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 required courses listed below are books, \$3,600; class fees, \$250; universal fee, \$864; equipment and supplies, \$384. 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.

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

Course	Title	Credit Hours
BT105	Business English 2.....	3
BT112	Proofreading/Editing.....	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
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 (48 credit hours):

BA104	Business Applications Using Mathematics+ (or higher).....	4
BA115	Introduction to Accounting.....	4
BA214	Business Communications+.....	3
BI171	Introduction to Human Anatomy and Physiology 1.....	3
BI172	Introduction to Human Anatomy and Physiology 2.....	3
BT128	Introduction to Records Management.....	2
BT130	Customer Service+.....	3
BT131	Electronic Calculators.....	2
BT186	Personal and Professional Development.....	3
BT271	Administrative Capstone Projects.....	4
BT280C	Cooperative Work Experience.....	3
CA118E	Outlook Basics.....	1
CA122	Keyboard Skillbuilding.....	3
CA225	Advanced Document Production.....	3
PSY104	Psychology in the Workplace.....	4
	Medical Administrative Assistant electives*.....	3

+Meets related instruction requirement, see page 43. For subject areas, see page 55.

*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

CA208	Workplace Presentations Using PowerPoint.....	3
CA220	Quickbooks: Computerized Bookkeeping.....	3
HM113	Medical Insurance Billing.....	3
SOC204	The Sociological Perspective.....	4
SP115	Introduction to Intercultural Communication.....	4
WR227	Technical Writing.....	4