

# BUSINESS AND OFFICE TECHNOLOGY

## TECHNICAL AND/OR TRANSFER

Bismarck State College offers students seeking training in administrative support staff positions a wide variety of one- and two-year programs.

Students who successfully complete a two-year program earn an Associate in Applied Science degree. Those who successfully complete a one-year program earn a program certificate.

Administrative support staff represents one of the largest occupational groups in the United States. Each year thousands of new job opportunities are available for those seeking initial employment as well as for those experienced in office work. Support staff positions can often serve as stepping-stones to management for those interested in advancement.

Employment opportunities and placements of administrative support staff students have been exceptionally good. Conservative predictions indicate that the need for qualified administrative support staff will not diminish, but the demand will far exceed the supply for many years. The diverse positions available in the U.S. and worldwide are among the advantages of this field of study.

## ADMINISTRATIVE ASSISTANT/LEGAL ASSOCIATE IN APPLIED SCIENCE DEGREE

**CONTACT PERSON: Vickie Volk • Armory 123 • 224-5505**  
**Vickie.Volk@bsc.nodak.edu**

This curriculum is designed for students interested in obtaining legal administrative support staff positions in offices related to the practice of law, such as private attorneys' offices, corporate legal departments, government, banks, insurance companies and real estate offices.

The following is a tentative class schedule for the incoming freshman. Please consult your advisor or class instructor for assistance in setting up your personalized class schedule.

### FRESHMAN YEAR

#### SEMESTER I FALL

#### CREDITS

Keyboarding II (BOTE 152).....	3
Business English (BOTE 121).....	3
Business Math (BOTE 108).....	3
*Computer Software Applications-Word (CIS 102).....	3
General education requirements (Recommended: CSCI 101).....	3
Total credits.....	15

#### SEMESTER II SPRING

#### CREDITS

Fundamentals of Accounting (ACCT 102).....	3
*Microcomputer Spreadsheets (CIS 105).....	3
Business Communications (BOTE 210).....	3
Business English (BOTE 122).....	3
General education requirements (Recommended: ENGL 110).....	3
Total credits.....	15

### SOPHOMORE YEAR

#### SEMESTER III FALL

#### CREDITS

Microcomputer Database (CIS 104).....	3
Legal Office Procedures (BOTE 253).....	3
Criminal Law (CJ 220).....	3
Office Management (BOTE 209).....	3
General education requirements (Recommended: BADM 282 and ENGL 125).....	6
Total credits.....	18

#### SEMESTER IV SPRING

#### CREDITS

Advanced Software Applications (CIS 202).....	3
Legal Transcription (BOTE 251).....	2
Business Law I (ACCT 225).....	3
Presentations or Electronic Publishing (CIS 130 or 230).....	3
General Education Requirements (Recommended: CJ 201).....	3
Total credits.....	14
Total credits for degree.....	62

**SUGGESTED ELECTIVES****CREDITS**

Cooperative Education/Internship (BOTE 197-297).....	1-3
Student Leadership Practicum (PBL) (BOTE 116) .....	1

See page 51 for general education requirements (15 semester hours) for Associate in Applied Science degree.

## **ADMINISTRATIVE ASSISTANT/MEDICAL ASSOCIATE IN APPLIED SCIENCE DEGREE**

**CONTACT PERSON: Vickie Volk • Armory 123 • 224-5505  
Vickie.Volk@bsc.nodak.edu**

This curriculum is designed for students interested in obtaining medical administrative support staff positions in offices related to the practice of medicine, such as clinics, hospitals, private doctors' offices and others.

The following is a tentative class schedule for incoming freshmen. Please consult advisor or class instructor for assistance in setting up a student schedule.

**SEMESTER I FALL****CREDITS**

Keyboarding II (BOTE 152).....	3
Business English (BOTE 121).....	3
Medical Terminology (BOTE 171).....	3
Elementary Anatomy & Physiology (BOTE 113) .....	2
Medical Transcription I (BOTE 222).....	3
General education requirement (Recommended: CSCI 101).....	3
Total credits.....	17

**SEMESTER II SPRING****CREDITS**

Business Math (BOTE 108).....	3
Medical Terminology (BOTE 172).....	3
Elementary Anatomy & Physiology (BOTE 114) .....	2
Medical Transcription II (BOTE 223) .....	3
*Computer Software Applications-Word (CIS 102).....	3
General education requirement (Recommended: ENGL 110).....	3
Total credits.....	17

**SEMESTER III FALL****CREDITS**

Fundamentals of Accounting (ACCT 102) .....	3
Microcomputer Spreadsheets (CIS 105).....	3
Office Management (BOTE 209).....	3
General education requirements (Recommended: COMM 110 or ENGL 125) .....	3
Elective (Recommended: BOTE 138) .....	2
Total credits.....	14

**SEMESTER IV SPRING****CREDITS**

Microcomputer Database (CIS 104) .....	3
Advanced Software Applications (CIS 202).....	3
General education requirements (Recommended: PSYC 111 and BADM 282) .....	6
Elective (Recommended: BOTE 139 or BOTE 210) .....	2
Total credits.....	14
Total credits for degree .....	62

\*Students may challenge

**SUGGESTED ELECTIVES**

Cooperative Education Internship (BADM 197-297).....	1-3
Student Leadership Practicum (PBL) (BOTE 116) .....	1

See page 51 for general education requirements (15 semester hours) for Associate in Applied Science degree.

## **ADMINISTRATIVE ASSISTANT/GENERAL ASSOCIATE IN APPLIED SCIENCE DEGREE**

**CONTACT PERSON: Vickie Volk • Armory 123 • 224-5505  
Vickie.Volk@bsc.nodak.edu**

This curriculum is designed for students interested in obtaining administrative support staff positions in a wide variety of offices. Students must complete a minimum of 60 credits.

The following is a tentative class schedule for incoming freshmen. Please consult your advisor or class instructor for assistance in setting up your personalized class schedule.

<b>SEMESTER I FALL</b>	<b>CREDITS</b>
***Keyboarding II (BOTE 152).....	3
Business English (BOTE 121).....	3
Business Math (BOTE 108).....	3
*Fundamentals of Accounting (ACCT 102 or 200).....	3
**General education requirements (Recommended: CSCI 101).....	3
Total Credits.....	15

<b>SEMESTER II SPRING</b>	<b>CREDITS</b>
Business English (BOTE 122).....	3
Organizational Behavior (BADM 281).....	3
*Computer Software Applications-Word (CIS 102).....	3
**General education requirements (Recommended: ENGL 110).....	3
**Arts/Humanities Requirement.....	3
Total credits.....	1

5

<b>SEMESTER III FALL</b>	<b>CREDITS</b>
*Microcomputer Spreadsheets (CIS 105).....	3
Office Management (BOTE 209).....	3
Presentations (CIS 130).....	3
**General education requirement (Recommended ENGL 125 or COMM 110).....	3
**General education requirement (Recommended BADM 282 or BUSN 120).....	3
Total credits.....	15

<b>SEMESTER IV SPRING</b>	<b>CREDITS</b>
Microsoft Database (CIS 103).....	3
Advanced Software Applications (CIS 202).....	3
Business Communications (BOTE 210).....	3
Electives: (See suggestions).....	6
Total credits.....	15
Total credits for degree.....	60

<b>SUGGESTED ELECTIVES</b>	<b>CREDITS</b>
Cooperative Education/Internship (BOTE 197-297).....	1-3
Elements of Accounting I (ACCT 200).....	3
Elements of Accounting II (ACCT 201).....	3
Computer Application in Business (ACCT 218).....	3
Electronic Publishing (Dreamweaver) (CIS 230).....	3
Sales (BADM 240).....	3
Student Leadership Practicum (PBL) (BOTE 116).....	1

\*Students may challenge

\*\*General education requirements-students must have 15 credit hours for an AAS degree

\*\*\*A prerequisite for Keyboarding II (BOTE 152) is to be able to key with proper technique approximately 30-35 words a minute. Keyboarding I (BOTE 102) is a beginning course teaching the alphabetical keys with proper technique and can be used as an elective.

See page 51 for general education requirements (15 semester hours) for Associate in Applied Science degree.

## **ADMINISTRATIVE ASSISTANT/GENERAL CERTIFICATE PROGRAM**

This curriculum is designed for students interested in becoming a general administrative assistant. Students must complete 30 credit hours from the following courses to obtain a program certificate. These courses may be applied toward an Associate in Applied Science degree.

<b>CREDITS</b>	
Business English (BOTE 121).....	3
Keyboarding II (BOTE 152).....	3
Business Math (BOTE 108).....	3
Fundamentals of Accounting (ACCT 102).....	3
*Computer Software Applications-Word (CIS 102).....	3

Principles of Management (BADM 202).....	3
Computer Applications in Business (ACCT 218).....	3
Principles of Marketing (BADM 201).....	3
*Microcomputer Database (CIS 104).....	3
Business Communications (BOTE 210).....	3
*Microcomputer Spreadsheets (CIS 105).....	3
Human Resources Management (BADM 282) or Organizational Behavior (BADM 281) or courses listed under Information Processing Specialist .....	3
Cooperative Education/Internship (BADM 197/297 .....	1-3
*Students may challenge	

## **BUSINESS EDUCATION TRANSFER OPTION ASSOCIATE IN SCIENCE DEGREE**

Students may complete the first two years of study toward a bachelor’s degree in business education at BSC. An Associate in Science degree is earned if all requirements are completed.

High school students planning to major in business education should study business education courses.

The following curriculum is designed as a guideline. Students should refer to the catalog of the school where they plan to complete their bachelor’s degree requirements and modify this curriculum if necessary.

Those who major in business education generally become business education teachers in high schools. Teachers in this field sometimes move into the private sector, working for large firms or corporations as supervisors or trainers.

### **SUGGESTED CURRICULUM FOR ASSOCIATE IN SCIENCE:**

<b>FRESHMAN</b>	<b>CREDITS</b>
General education communications.....	6
Keyboarding II (BOTE 152).....	3
Elements of Accounting I & II (ACCT 200 & 201) .....	3
*Presentations (CIS 130) .....	3
Fundamentals of Public Speaking (COMM 110) .....	3
Arts and Humanities Elective .....	3
Social Science Elective .....	3
Math/Science/Technology Electives.....	7
Total credits.....	31

<b>SOPHOMORE</b>	<b>CREDITS</b>
Business Communications (BOTE 210).....	3
*Computer Software Applications-Word (CIS 102).....	3
*Microcomputer Database (CIS 104) .....	3
*Microcomputer Spreadsheet (CIS 105) .....	3
Arts and Humanities Elective .....	3
Social Science Elective .....	3
Math/Science/Technology Electives.....	8
Enrichment.....	2
Total credits.....	28
*Students may challenge	

## **BUSINESS AND OFFICE TECHNOLOGY (BOTE)**

<b>BOTE 102</b>	<b>Keyboarding I</b>	<b>F&amp;S</b>	<b>3 credits</b>
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Learning the alphanumeric keyboard on the microcomputer with emphasis on skill building, letters, reports and tabulation.

<b>BOTE 108</b>	<b>Business Mathematics</b>	<b>F&amp;S</b>	<b>3 credits</b>
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Review of fundamental processes and their application to business. Among topics studied are percentages, commissions, inventories, payrolls, taxes, interest, insurance, stocks and bonds.

<b>BOTE 113</b>	<b>Elementary Anatomy and Physiology</b>	<b>Fall</b>	<b>2 credits</b>
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This is a first semester course and a concise course designed for medical administrative assistants and others who will not go into the biological sciences. Emphasis will be placed on a broad basic knowledge of the skin, bones, muscles, and nerves and the development of a vocabulary of common anatomical terms.

<b>BOTE 114</b>	<b>Elementary Anatomy and Physiology</b>	<b>Spring</b>	<b>2 credits</b>
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This is a second semester course designed for medical administrative assistants and others who will not go into the biological sciences. Emphasis will be placed on a broad basic knowledge of the special senses, the heart, respiration, digestion, and reproductive systems. Students will develop a vocabulary of common anatomical terms.

<b>BOTE 116</b>	<b>Student Leadership Practicum (Phi Beta Lambda)</b>	<b>F&amp;S</b>	<b>1 credit</b>
Phi Beta Lambda provides opportunities for leadership training, personal development, community service, and further development of business-specific skills. PBL is open to any BSC student who has completed one business course during previous semesters or is concurrently enrolled in at least one business course as part of their degree program. Students may enroll in course more than one semester.			
<b>BOTE 121</b>	<b>Business English</b>	<b>Fall</b>	<b>3 credits</b>
Business English grammar fundamentals which assist the college students in fulfilling a prerequisite for successful communication: a high degree of skill pertaining to the principles of grammar, usage, and basic sentence structure.			
<b>BOTE 122</b>	<b>Business English</b>	<b>Spring</b>	<b>3 credits</b>
A course in business English pertaining to a high degree of skill in sentence structure, punctuation, number style, spelling, word division, word usage, proofreading and editing. This theory is applied in transcribing business letters and memos by using the transcribing machine. Prerequisite: BOTE 121.			
<b>BOTE 138</b>	<b>Medical Coding I (IVN MISU-B)</b>	<b>Fall</b>	<b>2 credits</b>
This course teaches the basic skills needed for medical coding. In the fall semester, emphasis is on CPT coding with practical application. Prerequisite: BOTE 171.			
<b>BOTE 139</b>	<b>Medical Coding II (IVN MISU-B)</b>	<b>Spring</b>	<b>2 credits</b>
This course teaches the basic skills needed for medical coding. The spring semester is an overview of the ICD-9-CM coding and reimbursement issues. Prerequisite: BOTE 171.			
<b>BOTE 152</b>	<b>Keyboarding II</b>	<b>F&amp;S</b>	<b>3 credits</b>
A course using the microcomputer with selected software on concentrated drills to increase speed and accuracy. Students will also prepare letters, memos, reports, tabulations, as well as special problems. Prerequisite: Keyboarding I or ability to key with proper technique approximately 30-35 words per minute.			
<b>BOTE 171</b>	<b>Medical Terminology</b>	<b>Fall</b>	<b>3 credits</b>
This course is a study of prefixes, suffixes, and root words of medical terms and their meaning, spelling and pronunciation. Designed for medical administrative assistants and related areas.			
<b>BOTE 172</b>	<b>Medical Terminology</b>	<b>Spring</b>	<b>3 credits</b>
A review of medical vocabulary, this course also covers aspects of pathology, surgical operations, and diagnostic and therapeutic procedures, with a greater comprehension of human anatomy and physiology. The course also covers medical abbreviations and the principal terms used in pharmacology and radiology. Prerequisite: BOTE 171 or permission from instructor.			
<b>BOTE 209</b>	<b>Office Management</b>	<b>Fall</b>	<b>3 credits</b>
Introduction of office management concepts and technology, including office facilities development, office systems, human relations, office ethics and etiquette, and various administrative duties and responsibilities.			
<b>BOTE 210</b>	<b>Business Communications</b>	<b>F&amp;S</b>	<b>3 credits</b>
A creative business letter-writing course with emphasis on vocabulary and review of grammar combined with computer skills to produce clear, concise, correct, courteous and complete business letters. Report writing, team presentation, and oral communication included.			
<b>BOTE 222</b>	<b>Medical Transcription I</b>	<b>Fall</b>	<b>3 credits</b>
First semester course. Arrangement of professional charts, medical records, history sheets, and laboratory reports dictated by a professional dictator and covering physicals, radiology, operations, pathology, and autopsies.			
<b>BOTE 223</b>	<b>Medical Transcription II</b>	<b>Spring</b>	<b>3 credits</b>
Second semester course. Arrangement of professional charts, medical records, history sheets, and laboratory reports dictated by foreign doctors and covering endocrinology, special senses, neurology, pediatrics, obstetrics, and corrective surgery.			
<b>BOTE 251</b>	<b>Legal Transcription</b>	<b>Spring</b>	<b>2 credits</b>
Development of the administrative assistant's skills in the area of legal transcription. Students gain understanding of letters, legal documents, and forms used in the legal office. Students learn how to plan and organize legal forms and documents used in the litigation process.			
<b>BOTE 253</b>	<b>Legal Office Procedures</b>	<b>Fall</b>	<b>3 credits</b>
This course familiarizes students with law office setup, ethics, mailing procedures, law office dockets, and communication skills. Emphasis on terminology and spelling. Emphasis will also be placed on law office procedures and the legal administrative assistant's responsibility to employers and clients.			
<b>BOTE 294</b>	<b>Independent Study</b>		<b>1-3 credits</b>
Independent or directed study of special topics in business and office technology. Department chairperson approval required.			
<b>BOTE 299</b>	<b>Special Topics</b>	<b>BD</b>	<b>1-3 credits</b>
Variable topics in the field of office technology. Repeatable as long as content varies. Consent of department chairperson. .			
<b>BOTE 195-295</b>	<b>Service Learning</b>		<b>1-3 credits</b>
Maximum of six semester hours. Service learning may be accomplished by one of three methods: Joining a club that has a public service component, doing volunteer work at a non-profit organization, or taking a course that links public service with its curriculum.			

**BOTE 197-297 Cooperative Education/Internship****F&S SM****1-3 credits**

Repeatable up to six semester hours. Students get on-the-job experience under qualified supervision in computer applications and office technology occupations. Work hours are arranged by the employer, adviser, and student. Student progress is checked by oral and written reports from the employer. Student-adviser conferences are held to discuss progress and/or problems. All co-op experiences are graded on a satisfactory/unsatisfactory basis. Consent of department chairperson.