

BUSINESS AND OFFICE TECHNOLOGY

Purpose

The Business and Office Technology program is designed to prepare a person for a variety of entry-level administrative support positions in a variety of business settings. The program helps prepare students for employment opportunities in a medical or business setting through selection of a concentration in one of the following areas: Health-care Data Technology or Office Technology.

Program Description

The Business and Office Technology curriculum requires courses in the technical core, designated areas of concentration, and the academic core. Students choose a concentration of Health-care Data Technology or Office Technology. The Business and Office Technology department offers a two-year program of study that requires successful completion of courses in the technical core, designated areas of concentration, and the academic core in order to receive the Associate in Applied Science degree. Exit points are available in both concentrations to allow students to earn a variety of Certificates if a degree is not desired.

The Health-care Data Technology option of study is designed to prepare students to work in office positions in doctors' offices, health clinics, hospitals, insurance companies, and other health-related organizations. The student will develop skills using medical terminology, accounting, transcription, coding, and computer software applications including electronic health records.

The Office Technology emphasis is an instructional program designed to prepare students for entry-level positions to utilize administrative office procedures, integrated computer applications, business financial systems, communication skills, and other computer skills such as database management, and desktop publishing.

Program Length

One Semester to Four Semesters depending on if a certificate or a degree is sought.

Certificates/Degrees Offered

Accelerated Pathway Credential
Career Certificate
Technical Certificate
Associate in Applied Science Degree

Admission Requirements

- Must meet all general admission requirements of the college.
- High school transcript showing proof of graduation or acceptable GED score.*
- Transfer students must submit transcripts from each college attended. Students with less than a 2.0 GPA on previously earned college credit must have permission of the advisor or department head to be admitted to the BOT program.
- Minimum composite score of 16 on the ACT. Students scoring less than 16 may be admitted on a probationary status with advisor approval.

*Applicants that do not hold a regular high school diploma or high school equivalency may qualify for the program by the following:

- Contact lucy.flowers@jcc.edu (601-477-4060)
- Schedule a time to complete the Accuplacer Assessment.
- Receive a passing score on all Accuplacer tests.

Contact

For more information, contact the Student Success Center at Jones County Junior College, 601-477-4257 or Dianne Johnson, Business and Office Technology full-time instructor, 601-477-4816 or at dianne.johnson@jcc.edu.

Curriculum

It should be noted that many of the classes are only taught once per year and in the semester indicated.

HEALTH-CARE DATA TECHNOLOGY CONCENTRATION

Accelerated Pathway Credential

Freshman Year

	Credit Hours
First Semester	
LLS 1312 Orientation	2
BOT 1233 Microsoft® Word® I	3
BOT 1763 Communication Essentials	3
BOT 1313 Applied Business Math	3
BOT 2743 Medical Office Concepts	3
BOT 1613 Medical Terminology I	3
Total Hours	17

Career Certificate

Freshman Year

First Semester	
LLS 1312 Orientation	2
BOT 1233 Microsoft® Word® I	3
BOT 1763 Communication Essentials	3
BOT 1313 Applied Business Math	3
BOT 2743 Medical Office Concepts	3
BOT 1613 Medical Terminology I	3
Total Hours	17

Freshman Year

Second Semester

BOT 1243 Microsoft® Word® II	3
BOT 1433 Business Accounting	3
BOT 2763 Electronic Health Records	3

BOT 1623 Medical Terminology II.....	3
BOT 1273 Introduction to Microsoft® Office®.....	3
Total Hours	15

Technical Certificate

Freshman Year

First Semester

LLS 1312 Orientation	2
BOT 1233 Microsoft® Word® I.....	3
BOT 1763 Communication Essentials.....	3
BOT 1313 Applied Business Math.....	3
BOT 2743 Medical Office Concepts	3
BOT 1613 Medical Terminology I.....	3
Total Hours	17

Freshman Year

Second Semester

BOT 1243 Microsoft® Word® II.....	3
BOT 1433 Business Accounting.....	3
BOT 2763 Electronic Health Records	3
BOT 1623 Medical Terminology II.....	3
BOT 1273 Introduction to Microsoft® Office®.....	3
Total Hours	15

Sophomore Year

First Semester

BOT 2643 CPT Coding	3
BOT 2653 ICD Coding	3
BOT 2673 Medical Insurance Billing.....	3
BOT 2523 Medical Transcription I or Instructor Approved Technical Elective*	3
BOT 2753 Medical Information Management or Instructor Approved Technical Elective*	3
Total Hours	15

Associate in Applied Science Degree

Freshman Year

First Semester

LLS 1312 Orientation	2
BOT 1233 Microsoft® Word® I.....	3
BOT 1763 Communication Essentials.....	3
BOT 1313 Applied Business Math.....	3
BOT 2743 Medical Office Concepts	3
BOT 1613 Medical Terminology I.....	3
Total Hours	17

Freshman Year	
Second Semester	
BOT 1243 Microsoft® Word® II.....	3
BOT 1433 Business Accounting.....	3
BOT 2763 Electronic Health Records	3
BOT 1623 Medical Terminology II.....	3
BOT 1273 Introduction to Microsoft® Office®.....	3
ENG 1113 English Composition I.....	3
Total Hours	18

Sophomore Year	
First Semester	
BOT 2643 CPT Coding	3
BOT 2653 ICD Coding	3
BOT 2673 Medical Insurance Billing.....	3
BOT 2523 Medical Transcription I or Instructor Approved Technical Elective*	3
BOT 2753 Medical Information Management or Instructor Approved Technical Elective*.....	3
ENG 1123 English Composition II.....	3
Total Hours	18

Second Semester	
SPT 1113 Public Speaking.....	3
MAT 1313 College Algebra	3
Social/Behavioral Science	3
Total Hours	9

Courses that serve as a prerequisite must have a grade of “C” or above or approval of the Dean or advisor before enrolling in subsequent courses. See course descriptions for prerequisite requirements.

Prior to enrollment in BOT 1233 Microsoft Word I, students should be able to key straight-copy material at a minimum of 35 GWAM on a 5-minute timed writing with a maximum of 1 error per minute. Students who do not have this level of proficiency should enroll in Introduction to Keyboarding (BOT 1013).

Approved electives include those listed in the MCCB approved CTE and/or Academic Uniform Course Numbering Document. Through the approved curriculum, course substitutions may be allowed at the discretion of the Business and Office Technology advisor.

OFFICE TECHNOLOGY CONCENTRATION

Accelerated Pathway Credential

Freshman Year

First Semester

LLS 1312 Orientation	2
BOT 1233 Microsoft® Word® I	3
BOT 1763 Communication Essentials.....	3
BOT 1313 Business Math.....	3
BOT 1413 Records Management.....	3
BOT 1213 Professional Development	3
Total Hours	17

Career Certificate

Freshman Year

First Semester

LLS 1312 Orientation	2
BOT 1233 Microsoft® Word® I.....	3
BOT 1763 Communication Essentials.....	3
BOT 1313 Business Math.....	3
BOT 1413 Records Management.....	3
BOT 1213 Professional Development	3
Total Hours	17

Freshman Year

Second Semester

BOT 1433 Business Accounting.....	3
BOT 2433 QuickBooks®.....	3
BOT 1823 Microsoft® Excel® I.....	3
BOT 2133 Desktop Publishing	3
BOT 1273 Introduction to Microsoft® Office®.....	3
Total Hours	15

Technical Certificate

Freshman Year

First Semester

LLS 1312 Orientation	2
BOT 1233 Microsoft® Word® I.....	3
BOT 1763 Communication Essentials.....	3
BOT 1313 Business Math.....	3
BOT 1413 Records Management.....	3
BOT 1213 Professional Development	3
Total Hours	17

Freshman Year

Second Semester

BOT 1433 Business Accounting.....	3
BOT 2433 QuickBooks®.....	3
BOT 1823 Microsoft® Excel® I.....	3
BOT 2133 Desktop Publishing.....	3
BOT 1273 Introduction to Microsoft® Office®.....	3
Total Hours	15

Sophomore Year

First Semester

BOT 1243 Microsoft® Word® II.....	3
BOT 1853 Microsoft® Excel® II.....	3
BOT 2333 Microsoft® Access®	3
BOT 2833 Integrated Computer Applications or Instructor Approved Technical Elective*	3
BOT 2723 Administrative Office Procedures or Instructor Approved Technical Elective*	3
Total Hours	15

Associate in Applied Science Degree

Freshman Year

First Semester

LLS 1312 Orientation	2
BOT 1233 Microsoft® Word® I.....	3
BOT 1763 Communication Essentials.....	3
BOT 1313 Business Math.....	3
BOT 1413 Records Management.....	3
BOT 1213 Professional Development	3
Total Hours	17

Freshman Year

Second Semester

BOT 1433 Business Accounting.....	3
BOT 2433 QuickBooks®.....	3
BOT 1823 Microsoft® Excel® I.....	3
BOT 2133 Desktop Publishing.....	3
BOT 1273 Introduction to Microsoft® Office®.....	3
Total Hours	15

Sophomore Year

First Semester

BOT 1243 Microsoft® Word® II.....	3
BOT 1853 Microsoft® Excel® II.....	3
BOT 2333 Microsoft® Access®	3
BOT 2833 Integrated Computer Applications or Instructor Approved Technical Elective*	3
BOT 2723 Administrative Office Procedures or Instructor Approved Technical Elective*	3

ENG 1113 English Composition I	3
Total Hours	18

Second Semester

ENG 1123 English Composition II (must have a C in ENG 1113)	3
SPT 1113 Public Speaking I	3
MAT 1313 College Algebra	3
Social/Behavioral Science	3
Total Hours	12

Courses that serve as a prerequisite must have a grade of “C” or above or approval of the Dean or advisor before enrolling in subsequent courses. See course descriptions for prerequisite requirements.

Prior to enrollment in BOT 1233 Microsoft Word I, students should be able to key straight-copy material at a minimum of 35 GWAM on a 5-minute timed writing with a maximum of 1 error per minute. Students who do not have this level of proficiency should enroll in Introduction to Keyboarding (BOT 1013).

Approved electives include those listed in the MCCB approved CTE and/or Academic Uniform Course Numbering Document. Through the approved curriculum, course substitutions may be allowed at the discretion of the Business and Office Technology advisor.

Additional Course Descriptions for BUSINESS AND OFFICE TECHNOLOGY

BOT 1233 – Microsoft Word I – This course focuses on improving keyboarding techniques using the touch method and on production of documents using Microsoft Word functions. Three semester credit hours: Two hours lecture and two hours lab.

BOT 1243 – Microsoft Word II – Prerequisite: BOT 1233. This course is a continuation of Microsoft Word I and focuses on production of documents using Microsoft Word. Production with accuracy is stressed and practice is given through a variety of documents for skillbuilding. Three semester credit hours: Two hours lecture and two hours lab.

BOT 1763 – Communication Essentials – This course focuses on the basic English competencies and communication skills necessary to be successful and effective in the workplace in addition to effectively contributing to a team while working with a diverse population. Three semester credit hours: Two hours lecture and two hours lab.

BOT 2763 – Electronic Health Records – This course covers electronic health records (EHR) in the healthcare environment as they pertain to various healthcare settings. Three semester credit hours: Two hours lecture and two hours lab.

BOT 2433 – QuickBooks – This course applies basic accounting principles using QuickBooks. Three semester credit hours: Two hours lecture and two hours lab.

BOT 1823 – Microsoft Excel I – This course focuses on application of Microsoft Excel as an aid to management decision making. Three semester credit hours: Two hours lecture and two hours lab.

BOT 1273 – Introduction to Microsoft Office – This course will introduce an operating system, word processing, spreadsheet, database management, and presentation software applications using the Microsoft Office Suite. Three semester credit hours: Two hours lecture and two hours lab.

BOT 1853 – Microsoft Excel II – Prerequisite: BOT 1823. This course is a continuation of Microsoft Excel I and focuses on advanced functions and

applications of the software. Three semester credit hours: Two hours lecture and two hours lab.

BOT 2333 – Microsoft Access – This course applies database concepts for designing and manipulating data files and formatting output as complex documents and reports using Microsoft Access. Three semester credit hours: Two hours lecture and two hours lab.