

BUSINESS OFFICE TECHNOLOGY

The **Business Office Technology** program is for students interested in acquiring or updating skills for employment in an office environment. The curriculum covers basic computer skills as well as software programs such as word processing and spreadsheet applications, record keeping, filing, or database management. At the certificate level, students may complete a Certificate of Business Office Technology. The Associate degree offers concentrations in Accounting and Administrative Assistant.

Graduation Requirements

Certificate in Business Office Technology: A cumulative GPA of 2.0 or higher. A minimum of 9 credits earned toward the certificate must be completed at SENMC.

Associate of Applied Science in Business Office Technology: ENGL 1110G Composition I with a C- or higher; placement into college-level math and reading courses or completion of developmental courses with a C- or higher; cumulative GPA of 2.0 or higher. A minimum of 15 of the 60 credits for the associate's degree must be completed at SENMC.

- Business Office Technology - Certificate (<https://senmc-public.courseleaf.com/academic-programs/associate-degree-certificate-programs/business-office-technology/business-office-technology-certificate/>)
- Business Office Technology Accounting - Associate of Applied Science (<https://senmc-public.courseleaf.com/academic-programs/associate-degree-certificate-programs/business-office-technology/business-office-technology-accounting-aas/>)
- Business Office Technology Administrative Assistant - Associate of Applied Science (<https://senmc-public.courseleaf.com/academic-programs/associate-degree-certificate-programs/business-office-technology/business-office-technology-administrative-assistant-aas/>)

OATS 101 Keyboarding Basics 3 Credits (3)

Covers the skills necessary to touch type on the computer keyboard using correct techniques. This includes the development of speed, accuracy, and formatting of basic business documents.

Repeatable: up to 3 credits

Learning Outcomes

1. Master the touch typing technique; type accurately at 70 wpm.
2. Correctly format documents according to industry standards.
3. Produce documents with 3 or fewer typographical errors per page of copy.

View Course Outcomes

OATS 102 Keyboarding: Document Formatting 3 Credits (3)

Designed to improve keyboarding speed and accuracy; introduce formats of letters, tables and reports. A speed and accuracy competency requirement must be met. (2+2P)

Prerequisite(s): OATS 101 or consent of instructor

Learning Outcomes

1. Introduction to Microsoft Word
2. Learn the proper procedures to create publications suitable for coursework, professional purposes, and personal use

View Course Outcomes

OATS 105 Business English I 3 Credits (3)

Training and application of the fundamentals of basic grammar, capitalization, punctuation, basic writing, sentence structure, and editing skills.

Repeatable: up to 3 credits

View Course Outcomes

OATS 106 Business Mathematics 3 Credits (3)

Mathematical applications for business. (2+2P)

Prerequisite(s): CCDM 103 N or adequate score on math placement exam

Repeatable: up to 3 credits

View Course Outcomes

OATS 110 Records Management 3 Credits (3)

Principles, methods and procedures for the selection, operation and control of manual and automated records systems.

Learning Outcomes

1. Recognize Records Control and Management systems.
2. Utilize vocabulary pertaining to records management.
3. Recognize the importance of using organized, efficient records management systems.
4. Recognize various kinds of filing equipment and supplies (paper and electronic).
5. Apply ARMA (Association for Records Managers and Administrators) rules in alphabetic card and correspondence filing exercises.
6. Apply procedures for maintaining and controlling records including requisitioning, charging-out, returning, and reserving files.
7. Discuss records retention cycle including control procedures for transferring, storing, and destruction of files.
8. Recognize the use of color as a method for improving efficiency in filing systems.

View Course Outcomes

OATS 120 Accounting Procedures 3 Credits (3)

Business accounting principles and procedures. Use of special journals, cash control, and merchandising concepts. Reports for sole proprietorships.

View Course Outcomes

OATS 121 Accounting Procedures II 3 Credits (3)

Continuation of OATS 120, emphasizing accounting principles and procedures for notes and interest, depreciation, partnerships and corporations, cash flow and financial statement analysis. (2+2P)

Prerequisite(s): OATS 120 or ACCT 2110

Repeatable: up to 3 credits

View Course Outcomes

OATS 140 Payroll Accounting 3 Credits (3)

Payroll procedures including payroll tax forms and deposits. (2+2P)

Prerequisite(s): ACCT 2110 or OATS 120

Repeatable: up to 3 credits

[View Course Outcomes](#)

OATS 150 Medical Terminology 3 Credits (3)

Understanding of the basic elements of medical words. Use of medical abbreviations. . Cross listed with: NURS 150, AHS 120 and HIT 150.

Crosslist: NURS 150

Learning Outcomes

1. Demonstrate proficient interpretation of medical abbreviations.
2. Explain the importance of utilizing medical terms/abbreviations in the medical field
3. Define medical terms correctly interpret medical language including roots, prefixes and suffixes
4. Pronounce medical terms correctly
5. Spell medical terms correctly

[View Course Outcomes](#)

OATS 169 Spanish Grammar for Business Administration 3 Credits (3)

Introductory course in Spanish grammar and practical business terms required for the proper application of fundamental oral and written business communication skills for Spanish speakers in the field of business administration.

Prerequisite(s): Spanish-speaking ability and computer keyboarding ability

[View Course Outcomes](#)

OATS 170 Office Communications in Spanish I 3 Credits (3)

Develop oral and written communications skills of native or near-native speakers of Spanish. The student will learn basic letter writing skills, customer service techniques, and telephone etiquette in Spanish.

Spanish speaking ability is required to enroll in this course. Consent of Instructor required.

Repeatable: up to 3 credits

[View Course Outcomes](#)

OATS 171 Office Communications in Spanish II 3 Credits (3)

Develop oral and written communications skills of native or near-native speakers of Spanish. Emphasis placed on learning the office assistant's role within the office environment. Compose complex business correspondence and learn to make international travel arrangements. Consent of Instructor required.

Prerequisite(s): OATS 170, Spanish speaking ability

Repeatable: up to 3 credits

[View Course Outcomes](#)

OATS 191 Taking Minutes and Proofreading 3 Credits (3)

Preparation and practice producing minutes suited for different meeting types and purposes. Provides strategies to prepare for meetings, to record proceedings, and to transcribe minutes while incorporating proofreading skills practice. Topics include legal requirements, meeting types, minute formats, and duties/expectations of the minute taker and the meeting chair. Graded: S/U.

Repeatable: up to 3 credits

[View Course Outcomes](#)

OATS 202 Keyboarding: Document Production 3 Credits (3)

Further development of keyboarding speed and accuracy. Production of complex letters, memos, tables, reports and business forms. A speed and accuracy competency requirement must be met. (2+2P)

[View Course Outcomes](#)

OATS 203 Office Equipment and Procedures I 3 Credits (3)

Office organization, telephone techniques, equipment and supplies, handling meetings, human relations, mail procedures, and travel. (2+2P)

Repeatable: up to 3 credits

[View Course Outcomes](#)

OATS 205 Accounting Software I 3 Credits (3)

Introduction to accounting software. (2+2P)

Prerequisite(s): Working knowledge of computers and accounting or consent of instructor

Repeatable: up to 3 credits

[View Course Outcomes](#)

OATS 207 Machine Transcription 3 Credits (3)

Creating office documents using transcribing equipment and word processing software. Emphasis on proofreading, editing and grammar. (2+2P)

Prerequisite(s): BOT 105

Repeatable: up to 3 credits

[View Course Outcomes](#)

OATS 208 Medical Office Procedures 3 Credits (3)

Current computerized and traditional administrative medical office procedures will be introduced. Practical knowledge on managing required record keeping in a medical office environment will be emphasized.

Repeatable: up to 3 credits

Learning Outcomes

1. Introduce the health student to the skills necessary to assist healthcare professionals in the health medical office and/or facility.
2. Provide the health professional skills and techniques necessary to assist in the healthcare setting.
3. Discuss and demonstrate the professional and career responsibilities of an administrative medical assistant.
4. Communicate effectively as a receptionist in the medical office environment.
5. Demonstrate appropriate and effective records management including proper filing procedures, handling medical records and drug and prescription records.

[View Course Outcomes](#)

OATS 209 Business and Technical Communications 3 Credits (3)

Effective written communication skills and techniques for career success in the work place. Composition of letters, memos, short reports, forms, and proposals, and technical descriptions and directions. Prerequisites: ENGL 1110G and computer keyboarding ability or consent of instructor.

[View Course Outcomes](#)

OATS 211 Information Processing I 3 Credits (3)

Defining and applying fundamental information processing concepts and techniques using the current version of leading software. (2+2P)

Repeatable: up to 6 credits

[View Course Outcomes](#)

OATS 213 Word Processing I 3 Credits (3)

Operation and function of a word processor. Specific equipment to be announced in the Schedule of Classes. (2+2P)

Prerequisite(s): OATS 101 or keyboarding proficiency

[View Course Outcomes](#)

OATS 214 Word Processing II 3 Credits (3)

Advanced operation and functions of a word processor. Specific equipment to be announced in the Schedule of Classes. (2+2P)

Prerequisite(s): OATS 213 or consent of instructor

[View Course Outcomes](#)

OATS 215 Spreadsheet Applications 1-3 Credits

Use of spreadsheets to include graphics and business applications.

Repeatable: under different subtitles listed in the Schedule of Classes

Crosslist: OECS 215

[View Course Outcomes](#)

OATS 217 Powerpoint Presentation 3 Credits (3)

Comprehensive, hands-on approach to learning and applying basic and advanced features of PowerPoint. These include text enhancements, objects, fills, colors, animation, charts, sound, video, and hyperlinks.

Students demonstrate appropriate audience and communication tools to deliver presentations. Prerequisites: OATS 211 or ability to demonstrate keyboarding and Windows proficiency.

[View Course Outcomes](#)

OATS 218 Information Processing II 3 Credits (3)

Advanced information processing techniques using current version of leading software. (2+2P)

Prerequisite(s): OATS 211 or consent of instructor

Repeatable: for a maximum of 6 credits

[View Course Outcomes](#)

OATS 220 Internship in Business Office Technology 2 Credits (2)

Experience in a supervised office position. Student must work at least eight hours per week. Prerequisites: sophomore standing and consent of instructor.

Repeatable: for a maximum of 4 credits

[View Course Outcomes](#)

OATS 221 Internship I 1-3 Credits

Work experience that directly relates to a student's major field of study that provides the student an opportunity to explore career paths and apply knowledge and theory learned in the classroom. Internships may be paid or unpaid. Students are supervised/evaluated by both the employer and the instructor. C- or better in the course is required. Consent of Instructor required. BOT,HIT. majors.

[View Course Outcomes](#)

OATS 222 Internship II 1 Credit (1)

Continuation of OATS 221. Consent of Instructor required. OATS & HIT majors. Graded: S/U Grading (S/U, Audit).

Prerequisite(s): OATS 221 and consent of instructor

Repeatable: up to 6 credits

[View Course Outcomes](#)

OATS 223 Medical Transcription I 3 Credits (3)

Concepts in medical transcription are introduced on how to produce a variety of reports required in a medical office or facility utilizing accurate medical terminology, spelling, grammar, and document formatting. (2+2P)

Prerequisite(s): HIT 150 or AHS 120 and HIT 158 and OATS 209

Repeatable: up to 3 credits

[View Course Outcomes](#)

OATS 228 Medical Insurance Billing 3 Credits (3)

Comprehensive overview of the insurance concepts and applications required for successfully and accurately completing and submitting insurance claims and reimbursement processes for various insurance carriers, both private and government, will be emphasized.

Repeatable: up to 3 credits

[View Course Outcomes](#)

OATS 233 Advanced Medical Transcription 3 Credits (3)

Builds upon the concepts introduced in Medical Transcription I providing greater understanding of how to produce advanced reports dictated by physicians with increasing speed and accuracy. Emphasis will be on proofreading and editing of operative reports, patient history and physicals, office notes, labor and delivery reports, consultation reports, discharge summaries, and other medical reports. Consent of Instructor required. (2+2P)

Prerequisite(s): OATS 223 and HIT 130

Repeatable: up to 3 credits

[View Course Outcomes](#)

OATS 239 Personal Development 3 Credits (3)

Development of a marketable, employable office systems person, to include interview, voice, manners, and apparel.

[View Course Outcomes](#)

OATS 240 Introduction to Individual Taxation 3 Credits (3)

Overview of Individual Federal Taxation; awareness of tax problems pitfalls and planning opportunities; focus on individual personal financial concerns and tax planning. One semester of accounting principles/procedures is recommended.

[View Course Outcomes](#)

OATS 241 Auditing and Business Issues 3 Credits (3)

Introduction to basic auditing concepts, the purpose for the auditing process, and requirements of persons assisting with the audit process. The course will also deal with issues of business law including contracts, sales, torts, strict liability, and business ethics.

Prerequisite(s): OATS 120 or ACCT 2110

Repeatable: up to 3 credits

[View Course Outcomes](#)

OATS 244 Tax Preparation 3 Credits (3)

Introduces basic federal and state tax codes for preparing individual income tax returns. Emphasis on use of tax software.

Prerequisite(s): keyboarding proficiency

[View Course Outcomes](#)

OATS 250 Electronic Office Systems 3 Credits (3)

Management of the electronic office. Office use of computers, printers, fax machines, copiers, and scanner concepts will be covered. (2+2P)

Prerequisite(s): OATS 211

[View Course Outcomes](#)

OATS 255 Special Topics 1 Credit (1)

Specific subjects to be announced in the Schedule of Classes.

[View Course Outcomes](#)

OATS 260 Bookkeeping Simulation Capstone 3 Credits (3)

Refines the professional and technical skills students have learned while completing the Bookkeeping Assistant Option curriculum by demonstrating how coursework ties together. Designed as a bookkeeping assistant capstone course. (2+2P)

Prerequisite(s): OATS 121 or ACCT 2110, OATS 140, OATS 205, and OATS 244, or consent of instructor

[View Course Outcomes](#)

OATS 270 Office Administration Technology Capstone 3 Credits (3)

Refines professional skills learned in the BOT program and ties all BOT coursework together. Consent of Instructor required.

Prerequisite(s): OATS 102 or OATS 129; and OATS 120; and OAT S 209 or ENGL 2210G; and OATS 211 or OECS 211

Repeatable: up to 3 credits

Learning Outcomes

1. Construct professional, error-free business documents that demonstrate appropriate formats and ideas in a clear, concise, and correct written and spoken language.
2. Utilize effective administrative skills to enhance the productive operation of the workplace.
3. Demonstrate professional behaviors and workplace ethics for the professional office environment.
4. Demonstrate proficiency in the use of productivity software in business applications.

[View Course Outcomes](#)