

**BUSINESS INFORMATION TECHNOLOGY DEPARTMENT  
COURSE SCHEDULE FOR 2013-2014**

DEPARTMENT NUMBER		COURSE TITLE	SUMMER 13	FALL12 13	WINTER 14	SPRING 13 14
ACCT	101	Accounting Fundamentals	D/O	D/E/O	D/E/O	D/E/O
BSTEC	100	Computer Keyboarding	D/O	D/O	D/O	D/O
BSTEC	104	Medical Terminology	D/O	D/O	D/O	D/O
BSTEC	106	Medical Billing		O	D	D
BSTEC	107	Business English	D/O	D/E/O	D/O	D/O
BSTEC	108	Business Presentations			O	E
BSTEC	109	Word Processing (Word)	O	O	*O	O
BSTEC	110	Business Communications	O	D/O	D/O	D/O
BSTEC	115	Medical Law & Ethics	D			D
BSTEC	116	Advanced Medical Terminology		D	O	
BSTEC	118	ICD-9 CM Coding			*O	
BSTEC	120	Ten-Key Applications	D	D		D
BSTEC	129	PC Basics	D	D	D	D
BSTEC	130	Computer Fundamentals	D/O	D/O	D/O	D/O
BSTEC	153	Pharmacology	O		D	
BSTEC	206	Medical Records	O	D		
BSTEC	213	Advanced Word Projects			O	
BSTEC	218	CPT Coding				*O
BSTEC	222	Database (Access)	O		*O	
BSTEC	224	Spreadsheet (Excel)	O	E/O	*O	O
BSTEC	225	Advanced Excel Projects	O		O	
BSTEC	233	Dental Office Administration				O*
BSTEC	255	Medical Office Practicum (Special Topics)				D
BSTEC	245	Advanced Bus Communications			O	
BSTEC	260	Management & Leadership Skills	O	D		O
BSTEC	294	Career Management	O/D	D/O	D/O	O/D
BSTEC	900	SKILLS CENTER	D	D	D	D

D= Day; E=Evening; O=Online \*O=Online with optional on-campus meetings  
Schedule is subject to change.

Plum colored classes are designed for beginning students.

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SKILLS CENTER  
 INDEPENDENT STUDY

The Skills Center is available during the day summer, fall, winter, and spring quarters.

DEPT	COURSE NUMBER	COURSE TITLE	PREREQUISITES
BSTEC	102	Document Processing I	BSTEC 100 or BSTEC 129
BSTEC	103	Document Processing II	BSTEC 102 or equivalent
BSTEC	112	Medical Document Processing	BSTEC 104 & 109
BSTEC	127	Ten-Key Skill Building	BSTEC 120 or BUS 130
<b>BSTEC</b>	<b>142</b>	<b>Quick Course Word</b>	Computer & basic keyboarding skills
BSTEC	143	Quick Course Excel	Computer & basic keyboarding skills
BSTEC	144	Quick Course Access	Computer & basic keyboarding skills
BSTEC	170	Proofreading & Editing Skills	Recommended - BSTEC 107
<b>BSTEC</b>	<b>175</b>	<b>Filing Rules</b>	BSTEC 129 or equivalent
<b>BSTEC</b>	<b>198</b>	<b>Special Topics</b>	See instructor
<b>BSTEC</b>	<b>200</b>	<b>Keyboarding Skill Building</b>	BSTEC 100 or equivalent
BSTEC	209	Desktop Publishing Projects	BSTEC 130
BSTEC	211	MS Power Point Projects	BSTEC 130
BSTEC	243	Advanced MS Office Projects	BSTEC 109 & 224

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