

BUSINESS INFORMATION TECHNOLOGY DEPARTMENT

START HERE

SELECT A CERTIFICATE

**COMPLETE
ASSOCIATE OF TECHNICAL ARTS
DEGREE**

**RECOMMENDED
ENTRY-LEVEL
CLASSES**

**BSTEC 100 Computer
Keyboarding**
**BSTEC 104 Medical
Terminology**
**BSTEC 107 Business
English**
**BSTEC 120 Ten-Key
Applications**
BSTEC 129 PC Basics
**BSTEC 130 Computer
Fundamentals**
**BSTEC 175 Filing
Rules**

**BASIC OFFICE SKILLS
38 CREDITS**

**ACCOUNTING
42 CREDITS**

**OFFICE TECHNOLOGY
50 CREDITS**

**MEDICAL ADMINISTRATIVE
ASSISTANT
40 CREDITS**

**MEDICAL BILLING SPECIALIST
64 CREDITS**

**MEDICAL OFFICE CERTIFICATE
30 CREDITS**

**ADVANCED OFFICE SKILLS
35 CREDITS**

ACCOUNTING DEGREE

Designed for students seeking jobs working with budgets and financial information

OFFICE TECHNOLOGY DEGREE

Designed for students who are either beginning or updating skills in Office Technology

**MEDICAL INFORMATION
TECHNOLOGY DEGREE**

Designed for students seeking administrative health services positions in the health industry

**OFFICE SUPERVISION AND
MANAGEMENT DEGREE**

Designed for students with office experience seeking a supervisory or executive assistant position

LEGAL OFFICE SPECIALIST DEGREE

Designed for the person seeking employment in a law office or related organization

Contact: 640-1458
for advising appointment
<http://bstec.edcc.edu>