

# COMPUTER APPLICATIONS AND BUSINESS TECHNOLOGY

## Faculty

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## Associate of Applied Science Degree Office Management

Today's office managers must be expert in providing support activities to the business office. These activities include communications, software support, general business and management support, accounting or bookkeeping support, and industry support. Upon successful completion of the degree, students will have the technical, industry, and business skill for a professional office position in a variety of industries.

This is a nontransfer degree.

### (Recommended Curriculum)

General Education (Minimum 17 credits)		Credits
General education coursework can be completed from within or outside of the major field of study.		
1. Exploration and Participation		
BADM 1005 Business Mathematics I	.....	3
2. Communication		
BOTK 1540 Business English	.....	3
BADM 1020 Business Communications	.....or	
ENGL 1010 English I: Composition	.....	3
3. Relationship with the World (One course minimum)		
Human behavior		
U.S. and Wyoming constitutions	.....	1-3
Cultural environment		
4. General Education Electives		
Must be chosen from areas 1, 2, or 3 above.		
5. Physical Education	.....	1

### Major Requirements

ACCT	1905	Practical Accounting	.....or	
ACCT	2010	Principles of Accounting I	.....	4
BADM	1000	Introduction to Business	.....	3
BADM	2010	Business Law I	.....	3
BOTK	1655	Keyboarding Speed and Accuracy	.....	1
BOTK	1660	Document Formatting	.....	2
BOTK	1980	Cooperative Work Experience I	.....	1
BOTK	2905	Professional Office Procedures and Information Management	.....	3
BUSN	2020	Professional Development in the International Business Practices Firm	.....	3
CMAP	1510	Computer Literacy	.....	4
CMAP	1715	Word Processing	.....	3
CMAP	1765	Spreadsheet Applications	.....	3
CMAP	1815	Database Applications	.....	3
CMAP	2630	Presentation Graphics	.....	3
IMGT	2400	Intro to Information Management	.....	3
MGT	2100	Principles of Management	.....	3
Electives chosen in consultation with advisor				6

All classes in the major must be passed with a "C" or better.

A minimum of 64 approved semester credits are required for graduation. For specific graduation requirements see "Academic Policies" and "Degree Requirements."

## Office Management Certificate

(Certificate Requirements)

Credits

### Major Requirements

ACCT	1905	Practical Accounting I	.....or	
ACCT	2010	Principles of Accounting I	.....	4
BADM	1000	Introduction to Business	.....	3
BADM	1020	Business Communications	.....	3
BOTK	1660	Document Formatting	.....	2
BOTK	2905	Professional Office Procedures and Information Management	.....	3
CMAP	1715	Word Processing	.....	3
CMAP	1765	Spreadsheet Applications	.....	3
CMAP	1815	Database Applications	.....	3
CMAP	2630	Presentation Graphics	.....	3
Electives chosen in consultation with advisor				6

All classes in the major must be passed with a "C" or better.

For specific graduation requirements see "Academic Policies" and "Degree Requirements."

## Associate of Applied Science Degree Software Support Specialist

(Recommended Curriculum)

The recommended curriculum is designed to prepare students for employment in software support, help desk and end user support positions. This comprehensive program emphasizes the development of skills and the attainment of knowledge necessary to obtain a position in the different types of businesses using the latest systems and software. This is a nontransfer degree.

General Education (Minimum 17 credits)		Credits
General education coursework can be completed from within or outside of the major field of study.		
1. Exploration and Participation		
BADM 1005 Business Mathematics I	.....	3
2. Communication		
BOTK 1540 Business English	.....	3
BADM 1020 Business Communications	.....	3
3. Relationship with the World (One course minimum)		
Human behavior		
U.S. and Wyoming constitutions	.....	1-3
Cultural environment		
4. General Education Electives		
Must be chosen from areas 1, 2, or 3 above.		
5. Physical Education	.....	1

### Major Requirements

ACCT	1905	Practical Accounting	.....	4
BOTK	1655	Keyboarding Speed and Accuracy	.....	1
BOTK	1660	Document Formatting	.....	2
BOTK	1955	Professional Development	.....	3
BOTK	1980	Cooperative Work Experience I	.....or	
BOTK	2970	Internship: Help Desk	.....	1-3
CMAP	1510	Computer Literacy	.....	4

CMAP	1615	Operating Systems.....	2
CMAP	1715	Word Processing.....	3
CMAP	1765	Spreadsheet Applications.....	3
CMAP	1815	Database Applications.....	3
CMAP	1855	Desktop Publishing II.....	3
CMAP	1886	Outlook.....	1
CMAP	2630	Presentation Graphics.....	3
ELTR	2920	Small Computer Repair Techniques.....	3.5
IMGT	2400	Intro to Information Management .....	3
INET	1510	Web Site Analysis.....	1
INET	1550	Introduction to the Internet .....	1
INET	1590	Web Page Design .....	3
		Electives .....	1-3

All classes in the major must be passed with a "C" or better.

A minimum of 64 approved semester credits are required for graduation. For specific graduation requirements see "Academic Policies" and "Degree Requirements."

### Software Application Certificate

The recommended business information systems curriculum at Casper College is designed to prepare students for employment in software application positions. This comprehensive program emphasizes the development of skills and the attainment of knowledge necessary to obtain a position in the different types of businesses using the latest systems and software.

#### (Certificate Requirements)

General Education	Credits		
BADM	1005	Business Mathematics I .....	3
BADM	1020	Business Communications .....	3
BOTK	1540	Business English.....	3

#### Major Requirements

ACCT	1905	Practical Accounting .....	4
BOTK	1655	Keyboarding Speed and Accuracy .....	1
BOTK	1660	Document Formatting .....	2
CMAP	1510	Computer Literacy .....	4
CMAP	1615	Operating Systems .....	2
CMAP	1715	Word Processing.....	3
CMAP	1765	Spreadsheet Applications.....	3
CMAP	1886	Outlook.....	or
INET	1550	Introduction to the Internet .....	1
CMAP	2630	Presentation Graphics.....	or
INET	1590	Web Page Design .....	3

All classes in the major must be passed with a "C" or better.

For specific graduation requirements see "Academic Policies" and "Degree Requirements."

### Associate of Applied Science Degree Administrative Medical Assistant/ Medical Transcription

This interdisciplinary program provides concentrated medical training for students desiring employment as administrative medical assistants or as medical transcriptionists. Graduates are prepared to seek employment in hospitals, clinics, physicians' offices, and with firms supporting the health care industry. Before entering this program, students need to possess strong study skills. To qualify for

an Administrative Medical Assistant/Medical Transcription Degree, students must complete all required courses with a grade of "C" or better.

Students are encouraged, but not required, to take Introduction to Biology I as preparation for Human Anatomy and Physiology.

Note: Students providing evidence of current health insurance enrolled in this program may participate in an internship. If the internship is at Wyoming Medical Center, the student may be subject to Wyoming Medical Center's drug testing and drug abuse policies.

This is a nontransfer degree.

#### (Recommended Curriculum)

General Education (Minimum 17 credits) Credits  
General education coursework can be completed from within or outside of the major field of study.

1. Exploration and Participation
  - ZOO 2040 Human Anatomy ..... 3
  - ZOO 2041 Human Anatomy Lab ..... 1
  - ZOO 2110 Human Physiology ..... 4
2. Communication
  - BOTK 1540 Business English ..... 3
  - CO/M 1030 Interpersonal Communication ..... 3
  - ENGL 1010 English I: Composition ..... 3
3. Relationship with the World (One course minimum)
  - Human behavior
  - U.S. and Wyoming constitutions..... 1-3
  - Cultural environment
4. General Education Electives
  - Must be chosen from areas 1, 2, or 3 above.
5. Physical Education ..... 1

#### Major Requirements

ACCT	1905	Practical Accounting I.....	4
BOTK	1655	Keyboarding Speed and Accuracy .....	1-3
BOTK	1660	Document Formatting.....	2
*BOTK	2600	Medical Transcription (first eight weeks) .....	3
*BOTK	2610	Advanced Medical Transcription (second eight weeks) .....	3
CMAP	1615	Operating Systems.....	2
CMAP	1715	Word Processing.....	3
HLTK	1200	Medical Terminology.....	3
HLTK	1500	Introduction to Health Care and Services (fall only).....	2
HLTK	1520	Non-Health Care Provider Medical Terminology .....	1
HLTK	1620	Heart Saver First Aid, CPR/AED .....	.33
INET	1550	Introduction to the Internet .....	1
*MOAS	2010	Medical Office Procedures and Internship.....	4.5
*MOAS	2050	Medical Office Coding and Software .....	3

#### Select a minimum of 6 credits from the list below:

CMAP	1765	Spreadsheet Applications.....	3
CMAP	1815	Database Applications.....	3
CMAP	1855	Desktop Publishing II.....	3

CMAP	1886	Outlook.....	1
CMAP	2630	Presentation Graphics.....	1-3
COSC	1200	Computer Information Systems .....	3
INET	1510	Web Site Analysis.....	1
INET	1590	Web Page Design .....	3
		Computer-related electives subject to advisor approval.....	3

**In addition, select 2-6 credits from the list below:**

BIOL	1000	Introduction to Biology I.....	4
HLTK	1220	Human Growth and Development.....	3
HLTK	1350	The HIV/AIDS Epidemic.....	2
HLTK	1370	Issues in Women's Health.....	2
NRST	1500	Nurse Assistant .....	3

\* Enrollment limited by selection process. A minimum keyboarding speed of 55 wpm is required for enrollment in the medical transcription courses. See medical assistant program coordinator for details.

A minimum of 64 approved semester credits are required for graduation. For specific graduation requirements see "Academic Policies" and "Degree Requirements."

**Administrative Medical Assistant Certificate**

This curriculum is designed to prepare students for employment as medical unit secretaries in a hospital setting, medical secretaries, or medical receptionists in offices related to the practice of medicine such as clinics, hospitals, physicians' offices and with firms supporting the health care industry.

Note: Students providing evidence of current health insurance enrolled in this program may participate in an internship. If the internship is at Wyoming Medical Center, the student may be subject to Wyoming Medical Center's drug testing and drug abuse policies.

**(Certificate Requirements)**

	General Education	Credits	
BOTK	1540	Business English.....	3
CO/M	1030	Interpersonal Communication .....	3

**Major Requirements**

ACCT	1905	Practical Accounting I .....	4
BOTK	1655	Keyboarding Speed and Accuracy .....	1-3
BOTK	1660	Document Formatting .....	2
CMAP	1615	Operating Systems .....	2
CMAP	1715	Word Processing.....	3
HLTK	1200	Medical Terminology .....	3
HLTK	1500	Introduction to Health Care and Services (fall only) .....	2
HLTK	1520	Non-Health Care Provider Medical Terminology .....	1
HLTK	1620	Heart Saver First Aid, CPR/AED .....	3
INET	1550	Introduction to the Internet .....	1
*MOAS	2010	Medical Office Procedures and Internship.....	4.5
*MOAS	2050	Medical Office Coding and Software .....	3

\*Enrollment limited by selection process.

All classes in the major requirements must be passed with a "C" or better. See medical

assistant program coordinator for details.

For specific graduation requirements see "Academic Policies" and "Degree Requirements."

**Medical Transcription Certificate**

This curriculum is designed to prepare students for employment as medical transcriptionists in a hospital setting, physician offices or clinics and provides advance preparation for working at home.

**(Certificate Requirements)**

	General Education	Credits	
BOTK	1540	Business English.....	3

**Major Requirements**

BOTK	1655	Keyboarding Speed and Accuracy .....	1-3
BOTK	1660	Document Formatting .....	2
*BOTK	2600	Medical Transcription (first eight weeks) .....	3
*BOTK	2610	Advanced Medical Transcription (second eight weeks) .....	3
CMAP	1615	Operating Systems .....	2
CMAP	1715	Word Processing.....	3
HLTK	1200	Medical Terminology .....	3
HLTK	1520	Non-Health Care Provider Medical Terminology .....	1
INET	1550	Introduction to the Internet .....	1
ZOO	2040	Human Anatomy.....	3
ZOO	2041	Human Anatomy Lab.....	1
ZOO	2110	Human Physiology .....	4

\*Enrollment limited by selection process.

All classes in the major requirements must be passed with a "C" or better. See medical assistant program coordinator for details.

For specific graduation requirements see "Academic Policies" and "Degree Requirements."