BUSINESS INFORMATION TECHNOLOGY EDUCATION

CLASS DESCRIPTIONS

BUSINESS MANAGEMENT & ADMINISTRATION FOUNDATION (BMAC)

Administrative & Information Support

BMAC 001 – Telephone Etiquette – This one-day seminar instructs the student as to appropriate usage of the phone in an office setting and is required of all BITE students. Instruction includes proper phone answering and message taking. Students are required to Brainbench test in the same area after seminar completion. Prerequisites – None.

BMAC 100 – Introduction to Document Processing – This 5-week class covers document processing basics. Students learn the alphabetic, numeric and symbol keys. Proper keying techniques including data entry by touch, correct finger usage and ergonomics are also presented. Course goals are for the student to key 28 wpm with less than 5 errors on a 3 minute timed writing. Prerequisites – None.

BMAC 101 – Computer Fundamentals I – This 9-week class introduces students to basic computer concepts in MS Windows 7. Prerequisites – None.

BMAC 102 – MS Word – This is a class covers Word fundamentals including formatting, printing, styles, headers, footers and mail merge. Students may receive college credit through Murray State College (MSC) for this class. Prerequisites – BMAC 100.

BMAC 103 – Office Procedures – This course introduces basic office protocol including office correspondence and communication, customer service, time management, principles of alphabetic, numeric and electronic filing, business meetings and travel and a financial business overview are covered in this course. Prerequisites – BMAC 102.

BMAC 104 – MS Excel – Spreadsheet fundamentals are covered in this 9-week class. Topics include tables; cell formatting, formulas, charts and graphs. College credit is available. Prerequisites – BMAC 100 and BMAC 201.

BMAC 106 – MS Access – Students learn database fundamentals of tables, records, fields, queries, macros, and switchboards in this 9-week class. Prerequisites – BMAC 100 & BMAC 201.

BMAC 201 – Computer Fundamentals II – Students build upon concepts learned in BMAC 101 in this 9-week class to include an overview of the MS Office package. BMAC 101 and BMAC 201 combined are eligible for MSC credit. Prerequisites – BMAC 101.

BMAC 206 – MS PowerPoint – This course provides an introduction to Microsoft PowerPoint 2010 and integrated applications in Microsoft Office software. Topics covered include wizards, clip art, sound bites, slide transitions, animations, and timings. Students will also use MS Office Suite to complete integrated projects. Prerequisites – BMAC 106.

BMAC 301 – Management Technology Applications – MS Outlook basics of composing and sending email, establishing contact lists, scheduling appointments, meetings and recurring events in addition to tasks, journaling and notes are covered in this course. Students create and edit publications, including flyers, newsletters, brochures, emails, letterheads, and business cards using Publisher in this course. Content also includes editing graphics and creating interactive web sites. Prerequisites – BMAC 300
BMAC 302 – Business Concepts – This class focuses on business law, financial management and planning, human resources, marketing and operations. **Prerequisites** – BMAC 300.

BMAC - 303 – Management Fundamentals - This course develops the student’s skills in the areas of acquiring leadership and decision-making skills, identifying leadership approaches and styles, leading people, conveying and understanding ideas, and developing decision-making and career-management skills. Competencies for this class additionally include developing skills in the areas of administration, interpersonal communication and organization, application of relevant technical and clerical skills and knowledge in the area of finance. This class also emphasizes the basic procedures, principles, and skills needed to communicate effectively in written and oral form in the workplace. **Prerequisites** – BMAC 206.

BMAC 400 – Administration & Information Support Capstone – Students that complete all requirements for their career major are enrolled in this class by instructor approval only. Class content may include on-the-job training, job shadowing and/or internship. Eligibility requirements apply. Class duration is from 9 to 18 weeks. **Prerequisites** – all classes required for career major.

**Medical Office**

BMAM 100 – Medical Terminology – Basic medical terms used in a medical office setting is presented to the students. Topics covered include system, surgical, disease, pharmacy and dental terms. Students with previously learned knowledge may Brainbench test out of this class. College credit is available. **Prerequisites** – None.

BMAM 101 – Medical Office Procedures Part 1 – This class introduces the student to the typical operation of a physician practice. Students cover careers as an Administrative Medical Assistant, Administrative Responsibilities and Patient Records. An introduction to MediSoft patient accounting software is included in this class. College credit is available. **Prerequisites** – BMAC 102& BMAM 100.

BMAM 102 – Patient Billing Part 1– Patient billing introduces the student to the medical billing process. Topics covered include the medical insurance specialist careers; HIPAA and the legal medical record; an introduction to diagnostic and procedural coding; payment methods; claim preparation and transmission and an introduction to insurance providers. **Prerequisites** – BMAF 200.

BMAM 103 – Law and Ethics for Health Careers – Students are introduced to laws and ethics they should know to help give competent, compassionate care to a patient that is within acceptable legal and ethical boundaries in this class. College credit is available. **Prerequisites** – None.

BMAM 200 – Anatomy & Physiology for Medical Office Use – Basic principals of anatomy and physiology that could be utilized in the medical office setting are presented in this class. **Prerequisites** – BMAM 100.

BMAM 201 – Medical Office Procedures Part 2 – This class continues the skills covered in Part 1 and includes Practice Finances and Management. MediSoft patient accounting software usage is continued in this class. Students complete simulations using Medisoft. **Prerequisites** – BMAM 101.

BMAM 202 – Patient Billing Part 2– Part 2 continues BMAM 102. Tricare/Champva, Workers’ Compensation, Disability, Dental and Hospital Insurance concepts are presented. Preparation of Accounts Receivable and Accounts Payable Schedules, Bad Debts and Write-offs
are also covered. Students will also complete billing simulations using Medisoft Patient Accounting software. **Prerequisites** – BMAM 102.

**BMAM 203 – Introduction to Medical Insurance Part 1** - Medical Insurance provides students with the beginning knowledge and skills needed to successfully perform the duties of medical insurance coding specialists. An overview of medical insurance, CPT, ICD-9-CM, ICD-10 and HCPCS coding, and claim preparation is presented. College credit is available. **Prerequisites** – BMAM 100 & BMAM 103.

**BMAM 205 – ICD-9-CM/CPT Coding Part 1** – Coding Part 1 competencies include Medical Coder careers, an Introduction to ICD-9-CM coding, an overview of ICD-10-CM and ICD-10-CPS coding and CPT coding for Evaluation and Management, Anesthesia and an introduction to Surgery services for the Integumentary and Musculoskeletal systems. Students will use classroom and internet resources to complete coding exercises. **Prerequisites** – BMAM 100 and BMAM 200.

**BMAM 206 – ICD-9-CM/CPT Coding Part 2** – This course continues Part 1. Students complete CPT coding for Surgical services in the Respiratory, Cardiovascular, Lymphatic, Digestive Urinary, Reproductive, Genital, Endocrine, Nervous, and Sensory Systems. Additional CPT coding for Radiology, Pathology/Laboratory and Medicine are covered. HCPCS Coding and Inpatient Coding systems will also be introduced. Students will also begin coding practice exercises to reinforce coding skills through workbook exercises and case scenarios. **Prerequisites** – BMAM 205.

**BMAM 303 – Introduction to Medical Insurance Part 2** – This continuation course covers insurance payers Blue Cross/Blue Shield, Medicare, Medicaid, Tricare/Champva, and Workers’ Compensation. Claims payment processing, billing/collections and hospital services are also presented. Medisoft Patient Accounting software is used to process claims and to post received insurance payments in provided case studies. College credit is available. **Prerequisites** – BMAM 203.

**BMAM 305 – ICD-10 Coding** – This course introduces ICD 10 coding. Students will evaluate diagnostic statements and to code for diseases, conditions and external causes for compliance. **Prerequisites** – BMAM 206.

**BMAM 400 – Medical Office Capstone** – Students that complete all requirements for their career major are enrolled in this class by instructor approval only The Capstone for Medical Office Assistant career major may include a combination of the following to meet the 120 hours required for capstone: Electronic Health Records, Medical Office Case Studies, Hospital Billing, additional coding practice, Job Skills and WorkKeys certification preparation. . Class content may include on-the-job training, job shadowing and/or internship. Eligibility requirements apply. Class duration is from 9 to 18 weeks. **Prerequisites** – all classes required for career major.

**Business Financial Management And Accounting**

**BMAF 100 – Business Math/10-Key Data Entry** – In the class students will learn to use the electronic calculator by touch to solve basic math problems. **Prerequisites** – None.

**BMAF 200 – Fundamental Accounting I** – This 9-week class is designed to provide the student with the basic accounting knowledge and skills necessary for development and maintenance of a
set of books. Students will gain a working knowledge of the accounting cycle; financial statements; and the closing process. Prerequisites – BMAF 100.

BMAF 201 – Fundamental Accounting II – In this 9-week class students will learn to account for cash control and banking activities, perform introductory accounting for payroll, payroll liabilities and tax record and perform accounting for sales and purchases.

BMAF 202 – Fundamental Accounting III – In this 9-week class students will learn to perform accounting for promissory notes, valuation of receivables, inventory and plant and equipment.

BMAF 203 – Fundamental Accounting IV – In this 9-week class students will learn to perform accounting for partnerships and corporation and to perform accounting for decision making and manufacturing.

BMAF 400 – QuickBooks I – In this 9-week class students will be introduced to QuickBooks, the sales process, tracking revenue, managing expenses, bank reconciliations, generating reports and graphs, company file setup and maintenance, how to customize QuickBooks, and tracking and working with inventory. BMAF 200 and BMAF 300 combined are eligible for MSC credit. Prerequisites – BMAF 200BMAF 401 – QuickBooks II – This course is a continuation of QuickBooks I. In this 9-week class students will learn how to work with sales tax, time and billing, payroll setup and processing, estimates, budgeting, forecasting and business planning, and, adjustments and year-end procedures. Students will also complete a simulation to practice entering all transactions for a company in a typical two-month period.

BMAF 500 – Accounting Capstone - Students that complete all requirements for their career major are enrolled in this class by instructor approval only. Class content may include on-the-job training, job shadowing and/or internship. Eligibility requirements apply. Class duration is from 9 to 18 weeks. Prerequisites – all classes required for career major