

Central Ohio Technical College  
Course Description Listing – Business Management Technology – Office Administration (Software Applications) Courses  
2009-2010 Academic Year

### **BMS-2027 Word Processing Applications I**

3 credit hours, 5 contact hours (1 hour lecture and 4 hours lab). Prerequisite: None; basic keyboarding and a knowledge of windows recommended. Course is graded A-E.

This course develops the ability and knowledge of the student of basic document production techniques for business correspondence and other business documents. Course instruction in proper formatting, including but not limited to, using margins and tab settings and various printing and editing techniques. Some emphasis is placed on production timelines.

### **BMS-2028 Word Processing Applications II**

3 credit hours, 5 contact hours (1 hour lecture and 4 hours lab). Prerequisite: Grade of C (2.00) or better in BMS-2027 and knowledge of windows. Course is graded A-E.

A continuation of Word Processing Applications I. Emphasis is placed on development of advanced document production skills. This includes formatting of business correspondence, forms and reports, collaboration for document creation and version control. Some emphasis is placed on production speed.

### **BMS-2037 Spreadsheet Applications I**

3 credit hours, 5 contact hours (1 hour lecture and 4 hours lab). Prerequisite: None; basic keyboarding and a knowledge of windows recommended. Course is graded A-E.

This course provides the student the instruction for developing the skills necessary to create and efficiently use spreadsheets. It is designed to take the student step by step through the features of industry standard spreadsheet software. Numerous practical in-depth spreadsheets should be completed.

### **BMS-2038 Spreadsheet Applications II**

3 credit hours, 5 contact hours (1 hour lecture and 4 hours lab). Prerequisite: Grade of C (2.00) or better in BMS-2037. Course is graded A-E.

This course is a continuation of Spreadsheet Applications I. The course covers formatting worksheets using advanced techniques; working with templates and workbooks; using advanced spreadsheet functions; working with lists and analysis tools; managing and auditing worksheets; and collaborating with work groups.

### **BMS-2067 Database Applications I**

3 credit hours, 5 contact hours (1 hour lecture and 4 hours lab). Prerequisite: None; basic keyboarding and a knowledge of windows recommended. Course is graded A-E.

This course is the study of the principles and procedures of record creation, storage and retrieval using professional, industry standard relational database software. The student will gain an understanding of the basics of database design and the relationships among the elements of a database.

### **BMS-2068 Database Applications II**

3 credit hours, 5 contact hours (1 hour lecture and 4 hours lab). Prerequisite: Grade of C (2.00) or better in BMS-2067. Course is graded A-E.

This course continues the study of the principles and procedures of record creation, storage, retrieval and management as may be facilitated by any professional, industry standard relational database software. Advanced topics are covered.

### **BMS-2205 MS PowerPoint I**

4 credit hours, 4 contact hours (4 hours lecture and 0 hours lab). Prerequisite: None; basic keyboarding and a knowledge of windows recommended. Course is graded A-E.

This Microsoft PowerPoint course is designed to teach students to prepare a PowerPoint presentation and use various methods for editing and formatting a presentation. Students gain experience in adding animation, using WordArt, creating organizational charts for use in presentations, as well as ways in which PowerPoint interacts with Windows and the Internet. Students need some prior computer experience and familiarity using Windows.

**COTC Course Description Listing – Business Management Technology – Office Administration (Software Applications) Courses  
2009-2010 Academic Year****BMS-2210 Medical Information Coding**

4 credit hours, 4 contact hours (4 hours lecture and 0 hours lab). Prerequisite: BIO-1760 and BMS-2294. Course is graded A-E.

This medical coding course is designed to teach students how to find, use, and apply the codes of the ICD-9-CM (International Classification of Diseases) in order to classify medical documents efficiently, accurately, and effectively to optimize reimbursements of medical practices or medical facilities.

**BMS-2294 Patient Billing**

3 credit hours, 4 contact hours (2 hours lecture and 2 hours lab). Prerequisite: BIO-1760, BMS-2027 and ACC-2113. Course is graded A-E.

This course will help prepare the student to master many of the medical billing skills that are highly regarded and sought after in the health care profession. The student will learn how to use Medisoft (a widely used patient accounting program) to perform the following tasks: add new billing codes, input patient information, process patient transactions, produce various reports, print statements and insurance forms, and process claims.

**BMS-2902 Introduction to the Internet**

1 credit hour, 1 contact hours (1 hour lecture and 0 hours lab). Prerequisite: None. Course is graded S/U.

This course covers the skills and concepts needed to effectively use Internet resources. The concepts covered include: Internet fundamentals, connecting to the Internet, browsing the Internet, Hypertext Links, Bookmarks, News and Discussion Groups, email, downloading from FTP sites, Telnet, Web search engines, the World Wide Web, Internet Explorer and Web Browsers. . This course is graded on a Satisfactory/Unsatisfactory basis.

**BMS-2903 Introduction to Networking**

1 credit hour, 1 contact hours (1 hour lecture and 0 hours lab). Prerequisite: None. Course is graded S/U.

This course introduces the student to networking fundamentals. The following concepts are covered: LAN fundamentals, connecting LANS to other computing resources, token rings, Ethernet, installing a typical application, managing network printing, providing network access and maintaining security, shared resources, and administrative tools. This course is graded on a Satisfactory/Unsatisfactory basis.

**BMS-2904 Introduction to Windows**

1 credit hour, 1 contact hours (1 hour lecture and 0 hours lab). Prerequisite: None. Course is graded S/U.

This course covers the skills and concepts needed to use Windows-based programs effectively and efficiently. The course introduces the basic PC functions, typical operating system functions, executing software applications, working with files and folders, customizing and configuring a Windows-based PC. . This course is graded on a Satisfactory/Unsatisfactory basis.

**BMS-2909 Advanced Windows**

1 credit hour, 1 contact hours (1 hour lecture and 0 hours lab). Prerequisite: BMS-2904. Course is graded S/U.

This course continues concepts introduced in Introduction to Windows by covering the concepts in more detail. Procedures and troubleshooting techniques are introduced for adding and removing software and hardware from a Windows system. . This course is graded on a Satisfactory/Unsatisfactory basis.

**BMS-2917 MS Word I**

1 credit hour, 1 contact hours (1 hour lecture and 0 hours lab). Prerequisite: None. Course is graded S/U.

This course covers the basic skills and concepts needed to effectively use word processing software. The concepts covered include: creating, modifying, saving, retrieving and printing word documents. . This course is graded on a Satisfactory/Unsatisfactory basis.

**COTC Course Description Listing – Business Management Technology – Office Administration (Software Applications) Courses  
2009-2010 Academic Year****BMS-2919 MS Word II**

1 credit hour, 1 contact hours (1 hour lecture and 0 hours lab). Prerequisite: BMS-2917. Course is graded S/U.

This course covers the intermediate, business level, skills necessary for using word processing software. The concepts covered include: paragraph formatting, page layout, tables, graphics, and columns. . This course is graded on a Satisfactory/Unsatisfactory basis.

**BMS-2928 MS Excel I**

1 credit hour, 1 contact hours (1 hour lecture and 0 hours lab). Prerequisite: None. Course is graded S/U.

This course covers the basic skills and concepts needed to effectively use a spreadsheet application. The concepts covered include: creating, modifying, saving, retrieving, and printing spreadsheets. The use of formulas, functions, and formatting will also be covered. . This course is graded on a Satisfactory/Unsatisfactory basis.

**BMS-2929 MS Excel II**

1 credit hour, 1 contact hours (1 hour lecture and 0 hours lab). Prerequisite: BMS-2928. Course is graded S/U.

This course covers the intermediate, business level, skills necessary for using a spreadsheet application. The concepts covered include: column/row operations and formatting, graphics, charts, database features, data importing and exporting, and complex formulas. . This course is graded on a Satisfactory/Unsatisfactory basis.

**BMS-2938 PowerPoint I**

1 credit hour, 1 contact hours (1 hour lecture and 0 hours lab). Prerequisite: None. Course is graded S/U.

This course covers the basic skills necessary for a presentation graphics package. The concepts covered include: slide layouts and formatting; inserting and formatting charts, graphs, tables, hyperlinks and multimedia files; and using custom animations, timings, and transitions. This course is graded on a Satisfactory/Unsatisfactory basis. . This course is graded on a Satisfactory/Unsatisfactory basis.

**BMS-2976 MS Access I**

1 credit hour, 1 contact hours (1 hour lecture and 0 hours lab). Prerequisite: None. Course is graded S/U.

This course covers the basic skills necessary for using a database application package. The concepts covered include: creating a table/database of information, database information entry, terminologies used, creating queries, forms and reports, sorting data in a database. . This course is graded on a Satisfactory/Unsatisfactory basis.