



BUOT 2500 Integrated Office Applications
 Taught in an office environment where student learning is individualized. Applies software packages to integrate intermediate level word processing, spreadsheets, databases and computer presentations.
(3 cr. hrs.) (Fall, Spring). Prerequisites: BUOT 1520, 1600.

BUOT 2700 Machine Transcription I
 This is a beginning medical transcription course designed to provide students with a working knowledge of the transcription of medical records along with developing the skills to help understand and use medical language.
(3 cr. hrs.) Prerequisite: BUOT 1061, BUOT 1010, or Medical Keyboarding.

BUOT 2710 Machine Transcription II
 This is an advanced medical transcription course designed to build on the foundation laid in Medical Transcription I and to bridge the gap between the typically easy-to-understand dictation in the beginning transcription course and the difficult dictation heard in the work environment of a medical transcriptionist.
(3 cr. hrs.) Prerequisite: BUOT 2700 and either BUOT 1061 or BUOT 1010.

BUOT 2730 Medical Insurance and Billing
 This course is designed to introduce the student to the basics of medical insurance, including insurance terminology, medical coding systems, government and private payer health care claims and general insurance procedures.
(3 cr. hrs.)

BUOT 2740 Medical Coding I
 This course is designed to teach students the structure and conventions of ICD-9-CM and CPT, the correct process for selected codes, and the types of coding errors to be avoided.
(3 cr. hrs.) Prerequisite: BUOT 2730.

BUOT 2750 Computer Reports in the Medical Office
 This course is designed to introduce the student to appropriate terminology and skills in order to use any patient billing software programs.
(3 cr. hrs.) Prerequisite: BUOT 2062 and CSST 1051.

BUOT 2960 Office Technology Practicum
 On-the-job training in business or industry. The practicum experience is a minimum of 180 hours and includes a weekly on-campus seminar used for discussion of the practicum experiences, assessment of learning, and leadership training.
(4 cr. hrs.) (Spring). Prerequisite: 2.0 program GPA.

BUSN Business

*Division of Business Administration and Computing
 Faculty: Timothy Bonomo, Robert Kephart II*

BUSN 1003 Personal Budgeting
 Introduction to personal budgeting, including budget preparation and analysis, understanding credit reporting agency procedures and credit reports, overview of types of credit, effective credit card use, and establishing financial goals.
(.5 cr. hr.) (ASN).

BUSN 1010 Principles of Banking
 Banking from the fundamentals of negotiable instruments to contemporary issues and developments within the industry.
(3 cr. hrs.) (ASN).

BUSN 1021 New Venture Creation
 Starting a new business, understanding who entrepreneurs are, seeking and evaluating opportunities for new ventures, and gathering resources to convert those opportunities into business.
(3 cr. hrs.) (Fall, Spring).

BUSN 1030 Business Communications
 Effective techniques for oral and written communications. Analyzing and writing letters, memos, and business reports. Proficiency in language mechanics will be assessed.
(3 cr. hrs.) (Fall, Spring).

BUSN 1033 Applied Business Mathematics
 The four arithmetic processes and the algebra of business. Application of mathematics to typical business problems. Taxes, insurance, payroll, depreciation, trade and cash discounts, markup, simple interest and bank discounts, and financial statement analysis.
(3 cr. hrs.) (Fall, Spring). Prerequisite: Placement in MATH 1015 or higher.

BUSN 1034 Applied Business Math Lab
 Operating skills for a typical modern office machine. An electronic display and printing desk calculator are used.
(1 cr. hr.) (Fall, Spring). Laboratory. Prerequisite: Placement in MATH 1015 or higher.

**BUSN 1040 Principles of Business**

Survey of and introduction to economics, marketing, management, labor relations, finance, accounting, business law and related topics. Nature of organization and operation of American business.
(3 cr. hrs.) (Fall, Spring).

BUSN 1054 Team Building Concepts

Basic team concepts through lecture and practice in order to function effectively as a contributing team member.
(1 cr. hr.) (Fall, Spring). *May be taught in a simulated work environment.*

BUSN 1055 Professionalism

Understanding of individual and workplace needs as they relate to professionalism, team building, and career growth. Topic areas include human relations, business ethics, business etiquette, team building concepts, and career enrichment.
(3 cr. hrs.) (Fall, Spring). *Discussion/participation and role-playing exercises. May be taught in a simulated work environment.*

BUSN 1058 Career Advancement

Qualifications for promotion, job goal-setting, the performance evaluation, job changes and the importance of continual growth through work and recreation.
(1 cr. hr.) (Fall, Spring). *May be taught in a simulated work environment.*

BUSN 1060 Customer Service & Relationship Management

This course helps students define customer service standards for the organization and the individual; develop skills for listening and calming oneself and others; explore options for resolving issues with realistic expectations; and gain techniques to maintain perspective and equilibrium.
(3 cr. hrs.) (Fall, Spring).

BUSN 1230 Personal Law

Survey of the laws affecting common legal problems of consumers and households. Topics include: hiring a lawyer; the court systems and procedures; small claims court procedures; family law; landlord/tenant; buying a home; estate planning; and other topics as time permits.
(3 cr. hrs.) (ASN).

BUSN 1231 Business Law I

Introduction to the American legal system and specific topics that affect business conduct. Includes legal terminology, the court systems and civil procedures, business ethic, tort law, criminal law, intellectual property and computer law, common law contract, and other topics as time permits.
(3 cr. hrs.) (Fall, Spring).

BUSN 1232 Business Law II

Upper-level course covering the modern statutory and common law regulation of business relationships and transactions. Includes the Uniform Commercial Code topics of sales, secured transactions, commercial paper/banking, business organizations, bankruptcy, agency and accountant liability.
(3 cr. hrs.) (Fall, Spring).

BUSN 2002 Insurance Property & Casualty

New York State insurance regulations, duties of agents and brokers, types of coverage, and compensation. For prospective brokers, agents and others who wish to take the New York State Insurance Brokers and/or Agents Exam.
(8 cr. hrs.) (ASN). *Offered evenings only; preparation for Broker's examination.*

BUSN 2020 Personal Finance

Basic areas of personal finance, such as banking, home financing, insurance, investments, credit financing, and retirement planning.
(3 cr. hrs.) (ASN).

BUSN 2035 Principles of Finance

The basic principles of business finance. Types of business organizations; instruments of credit and finance; short, intermediate and long-term financing; analysis of financial statements; forecasting; budgeting.
(3 cr. hrs.) (Spring). *Prerequisites: ACCT 1030, 1040.*

BUSN 2036 Economics of Money & Banking

The nature of money; the commercial banking system; the history, organization, policies and problems of the Federal Reserve System; the role of government and other institutions in controlling credit; the relationships between money, prices, production and employment.
(3 cr. hrs.) (ASN). *Prerequisite: ECON 1000 or ECON 2001.*

**BUSN 2040 Principles of Investment**

Securities as they impact the financial marketplace. General securities, fixed income investments, municipals, mutual funds, options, margins, the Federal Reserve, and taxation of investments.
(3 cr. hrs.) (ASN).

BUSN 2047 Real Estate Salespersons

Real estate instruments, law of agency, financing, valuation, listing procedures, contracts, license law and regulations, human rights, fair housing, closing procedures, land use regulations, construction, and environmental concerns.
(3 cr. hrs.) (Fall, Spring). Meets the New York State education requirements to obtain a Real Estate Salesperson license. Offered evenings only. Credit cannot be received for both this course and PARA 2090.

BUSN 2048 Real Estate Brokers

Operation of real estate broker's office, agency law, appraisal, construction, leases, and other content required by New York State.
(3 cr. hrs.) (Fall, Spring). Prerequisite: BUSN 2047. A continuation of the educational requirements for a New York State broker's license. Offered evenings only.

BUSN 2053 Business Statistics & Data Analysis

The application of basic statistical methods to business problems. Studies include the assembling of statistical data, sampling techniques, measures of central tendency, dispersion, regression and correlation analysis, hypothesis testing, and probability theory. A statistical software package for data analysis will be utilized throughout the course for presentation and student project work.
(4 cr. hrs.) (Fall, Spring). Prerequisite: MATH 1013. CSST 1051 strongly recommended.

BUSN 2960 Field Experience

Supervised work program in business or industry. The work assignment selected according to the student's vocational goals. The student attends one class per week and submits a final report indicating the application of classroom learning to on-the-job experiences. Student will be evaluated by his or her employer.
(1 cr. hr.) (Fall, Spring). Prerequisite: Associate Dean's or instructor's consent.

CADD Computing Graphics

Division of Math, Physics, Technology & Engineering Science
Faculty: John Longwell, Michael Reynolds

CADD 1500 AutoCAD I

Two-dimensional and three-dimensional computer aided drafting using personal computer based software. Includes use of operating system, creation and modification of drawings, plotting and application to mechanical drafting discipline.
(3 cr. hrs.) (Fall, Spring). Prerequisite: MECH 1050 or ENGR 1030. Lecture/laboratory. Lab fee.

CADD 1510 AutoCAD II

Advanced topics on geometry and dimensioning. Attributes are introduced. Three-dimensional model creation using surfacing, solids, and multiple view ports. Includes imports and exports of components and drawings. A MasterCam component is used as a manufacturing component.
(4 cr. hrs.) (Spring). Prerequisite: CADD 1500. Lecture/laboratory. Lab fee.

CADD 1700 Computer Aided Drafting I

Introduction to computer aided design (CAD) techniques. Teaches commands necessary to generate two-dimensional engineering drawings through use of a computer using a solid modeling program.
(3 cr. hrs.) (Fall, Spring). Lecture/graphics terminal lab. Lab fee.

CADD 2710 Computer Aided Drafting II

Advanced computer aided design (CAD) techniques. Teaches commands necessary to generate three-dimensional parametric models and assemblies using a solid modeling program.
(3 cr. hrs.) (Spring). Prerequisite: CADD 1700 or MECH 1550. Lecture/graphics terminal lab. Lab fee.

CADD 2740 Computer Aided Manufacturing (CAD)

Computer aided drafting and design techniques used in developing manufacturing applications for computer numerical control (CNC) machines using a solid modeling program.
(3 cr. hrs.) (Spring). Prerequisites: CADD 2710 and MECH 1560. Lecture/laboratory. Lab fee.