

IDAHO STATE UNIVERSITY COLLEGE OF TECHNOLOGY

PROGRAM TITLE: BUSINESS INFORMATION

Information included in this handout may change at anytime without notice and should not be considered as a binding contract between Idaho State University and students.

Program Options & Length:

Business Information Technology, Technical Certificate	1 ½ -2 Semesters
Accounting Technology, Technical Certificate	2 ½-3 Semesters
Administrative Technology, Technical Certificate	2 ½- 3 Semesters
Accounting Technology, Associate of Applied Science degree	4 – 4 ½ Semesters
Administrative Management Technology, AAS	4 – 4 ½ Semesters

Entry dates for this program:

August, January (and May
for Business Information
Tech. Certificate only.)

Approximate cost for books, tools, & supplies:

\$721.00 to \$1,794.00
(See below for
registration fees.)

For more information, Contact:

Idaho State University
College of Technology
Student Services Office
Campus Box 8380
Pocatello, ID 83209-8380
208-282-2622
e-mail: ctech@isu.edu
www.isu.edu/ctech/

Job Descriptions:

Accounting Technicians perform any combination of calculating, posting and verifying duties to obtain primary financial data for use in maintaining accounting records. They will post details of business transactions including disbursements, payroll, and invoices. Accounting technicians may create and/or enter data into a database or spreadsheet program. Employment can be found in the finance departments of large businesses including government and educational facilities as well as in general office and retail environments.

Administrative Assistants key, format, and compose business documents utilizing word processing, spreadsheet, database, and presentation software. They merge database and spreadsheet data with text documents. They are responsible for filing and records management and may design and/or use a database for saving, retrieving, and reporting information. In addition, they operate a variety of office equipment including calculators, digital input technology and reprographic equipment. They may prepare and maintain financial records including inventory, payroll, and other periodic financial statements. An Administrative assistant frequently uses electronic mail and other telecommunication equipment. They may be responsible for planning travel, meetings, and other administrative support duties. The Administrative assistant must have excellent communication, interpersonal, organization, and time-management skills. Employment opportunities are available in both large and small businesses including banks, insurance, education, real estate, and government. Specific job titles may include administrative assistant, administrative/executive secretary, secretary, secretary/receptionist, office manager, etc.

Business Information Technicians performs entry-level office support skills using current software and technology. The short-term design of this option meets the educational needs of both entry-level office support workers and office workers who desire to update information technology skills and receive credit. Special populations, such as those participating in welfare-to-work programs, can choose to take advantage of this training.

HELPFUL HIGH SCHOOL COURSES:

Accounting with 10-key	Applied or Business Math	Business Law	Computer Technology
Desktop Publishing	Economics/Business	English	Keyboarding
Office Technology	Record Keeping	Speed Writing	

TUITION AND FEES

Fees apply to the current Idaho State University fee schedule located at <http://www.isu.edu/finserv/costinfo.shtml>.

Fees include **mandatory** student health insurance, any student with existing health insurance coverage may be exempt and waivers are available at <http://www.isu.edu/stuhlth/insurance/pp.html>.

ADMISSION STEPS

- Complete and return an Application for Admission along with a check or money order for \$40 (non-refundable), payable to Idaho State University. You may also apply online via the Idaho State University home page: www.isu.edu. Click on Prospective Students.
- Submit official college transcripts, if applicable, from each accredited institution of higher education that you have attended.
- Submit an official copy of your high school transcript or GED scores (Not required if you have completed and submitted proof of 14 or more academic credits from an accredited institution of higher education.)
- Meet with a College of Technology counselor, if desired, to obtain more in-depth information. To make an appointment, call (208)282-2622.
- Either:
 1. Complete the COMPASS Placement test. This test enables us to place you in the appropriate classes to enhance your success in college.
 2. Submit ACT/SAT scores, valid for seven (7) years from the date of testing. ACT scores are not required for acceptance to the College of Technology, however they are required to qualify for some scholarships
- Apply for financial aid if needed. Questions, call (208) 282-2756.
- Former College of Technology students who have been out of school one semester or more must complete the necessary forms in the Student Services office before returning to the program. Re-entering student must meet the requirements as outlined in the catalog effective at the date of their re-enrollment.

Idaho State University subscribes to the principles and laws of the State of Idaho and the federal government, including applicable executive orders pertaining to civil rights. All rights, privileges, and activities of the University are made available without regard to race, creed, color, sex, age, disability, national origin or veteran status. The University is an Equal Opportunity and Affirmative Action employer. Evidence of practices that are not consistent with such a policy should be reported to: Leonard E. "Buddy" Frazier, Affirmative Action Director; Museum Building, Room 422 Box 8315.E-mail frazleon@isu.edu, (208) 282-3964.

Idaho State University is committed to equal opportunity in education for all students, including those with documented disabilities. If you have a diagnosed disability or if you believe that you have a disability that might require reasonable accommodations, please contact: Dennis J. Toney, ADA Disabilities and Resource Center Director; Gravelly Hall, Room 123 Box 8121.E-mail tonedenn@isu.edu, (208)282-3599.

Licensure, certification, and/or employment applications related to some degree programs require students to disclose any history of criminal prosecution which may include the student's driving record. Students who have a criminal history are strongly encouraged to contact the licensing agency or meet with the coordinator of the program they are interested in, prior to beginning classes, to discuss potential impediments to licensure, certification, or employment.

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COURSE SEQUENCE BY OPTION

ACCOUNTING TECHNOLOGY - TECHNICAL CERTIFICATE/AAS DEGREE

This schedule is for students who have achieved a keyboarding speed of 25 nwpm- others will be required to complete BI 141 and will follow a different course sequence.

First Year Fall Semester

TC	AAS	Course #	Course Title	Credits
x	x	BI 110	Introduction to Business Information	2
x	x	BI 112	Voice Recognition	1
x	x	BI 118	Business Communications I	3
x	x	BI 120	Concepts of Accounting	3
x	x	BI 140	Keyboard Skill Development	1
x	x	BI 144	Document Processing	3
x	x	BI 170	Introduction to Computers	3
Total Credits				16

First Year Spring Semester

TC	AAS	Course #	Course Title	Credits
x	x	BI 119	Business Communications II	3
x	x	BI 123	Applied Business Math	3
x	x	BI 171	Computerized Accounting	3
x	x	BI 147	Accounting Applications	3
x	x	BI 148	Payroll Procedures	3
Total Credits				15

Second Year Fall Semester

TC	AAS	Course #	Course Title	Credits
x	x	BI 173	Spreadsheets	3
x	x	BI 174	Records & Database Management	3
Total Credits				6

Students will also need to schedule the following classes if they are seeking the Associate of Applied Science degree: BI 115 for 3 credits; ACCT 201,202; MANT 242; MATH 108, 143; ENGL 101 and ENGL 102; 3 credits from GOAL 3; ECON 201 or 202; and 4 credits from GOALS 2-12.

BUSINESS INFORMATION TECHNOLOGY - TECHNICAL CERTIFICATE

This schedule is for students who have achieved a keyboarding speed of 25 nwpm- others will be required to complete BI 141 and will follow a different course sequence

First Semester or Summer Semester

TC	Course #	Course Title	Credits
x	BI 144	Document Processing	3
x	BI 170	Introduction to Computers	3
Total Credits			6

Second Semester

TC	Course #	Course Title	Credits
x	BI 110	Introduction to Business Information	2
x	BI 121	Digital Input and Transcription	3
x	BI 112	Voice Recognition	1
x	BI 173	Spreadsheets	3
x	BI 174	Records and Database Management	3
x	TGE 158	Employment Strategies	2
Total Credits			14

ADMINISTRATIVE MANAGEMENT TECHNOLOGY - TECHNICAL CERTIFICATE/AAS DEGREE

This schedule is for students who have achieved a keyboarding speed of 25 nwpm- others will be required to complete BI 141 and will follow a different course sequence

First Year Fall Semester

TC	AAS	Course #	Course Title	Credits
x	x	BI 110	Introduction to Business Information	2
x	x	BI 112	Voice Recognition	1
x	x	BI 118	Business Communications I	3
x	x	BI 120	Concepts of Accounting	3
x	x	BI 140	Keyboard Skill Development	1
x	x	BI 144	Document Processing	3
x	x	BI 170	Introduction to Computers	3
Total Credits				16

First Year Spring Semester

TC	AAS	Course #	Course Title	Credits
x	x	BI 119	Business Communications II	3
x	x	BI 145	Advanced Document Processing	3
x	x	BI 173	Spreadsheets	3
x	x	BI 174	Records & Database Management	3
x	x	BI 123	Applied Business Math	3
Total Credits				15

Second Year Fall Semester

TC	AAS	Course #	Course Title	Credits
x	x	BI 154	Administrative Management	3
x	x	BI 121	Digital Input & Transcription	3
x	x	BI 171	Computerized Accounting	3
x	x	BI 172	Business Info Integration & Presentation OR	3
Total Credits				15

Students will also need to schedule the following classes if they are seeking the Associates of Applied Science degree: BI 115 for 2 credits; ENGL 101 and ENGL 102; COMM 101; 3 credits from GOAL 3; and 4 credits from GOALS 4-12.

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BOOK AND TOOL LIST

Textbooks may be purchased at the University Bookstore located at the Pond Student Union - Building #14. Textbooks may also be purchased or reserved on-line through www.efollett.com or the bookstore's web site at www.isu.edu/bookstor. Payments may be made with cash, check, VISA, MasterCard, American Express, or Discover. A shipping charge will be added for mail orders. See the bookstore's web site for more information on purchasing or reserving books or for refund policy information. **Save Your Receipts!**

**Approximate total book and tool costs for this program's options are listed below.
Additional book costs will vary depending on the courses taken to fulfill
general education requirements for the AAS degree.
For a breakdown of books by individual class requirements, you must check your course curriculum.**

NOTE: PRICES ARE SUBJECT TO CHANGE AT ANYTIME WITHOUT PRIOR NOTIFICATION

I. BOOKS AND SUPPLIES (LISTED BY COURSE)

DESCRIPTION	APPROXIMATE PRICE	
BI 110 INTRODUCTION TO BUSINESS INFORMATION		
GREGG QUICK FILING PRACTICE	0073222882	51.00
BI 115 PRACTICUM No textbook required		
BI 118 BUSINESS COMMUNICATIONS I		
BUSINESS ENGLISH	0324366068	128.00
GREGG REFERENCE MANUAL	0072936537	58.00
GREGG REFERENCE MANUAL (Worksheets)	0072936544	18.00
MERRIAM-WEBSTER'S COLLEGIATE DICTIONARY (Optional)	0-87779-809-5	(27.00)
COURSEPACK FOR BI 118 (Transparencies)		0.00
BI 119 BUSINESS COMMUNICATIONS II		
ESSENTIALS OF BUSINESS COMMUNICATION	0324313925	128.00
BI 120 CONCEPTS OF ACCOUNTING		
COLLEGE ACCOUNTING	0073229386	92.00
COLLEGE ACCOUNTING STUDY GUIDE	0073203485	58.00
HOME TEAM ADVANTAGE: SOLE PROPRIETORSHIP	0073196855	57.00
BI 121 DIGITAL INPUT AND TRANSCRIPTION		
MACHINE TRANSCRIPTION & DICTATION (W/ CD)	0538438605	90.00

BI 123 APPLIED BUSINESS MATHEMATICS		
PRACTICAL BUSINESS MATH	0073278551	22.00
MATH FOR BUSINESS & LIFE	0971680968	94.00
BI 140 KEYBOARD SKILL DEVELOPMENT		
CORTEZ PETERS' CHAMPION KEYBOARDING DRILLS	0072936254	48.00
CORTEZ PETERS' CHAMPION KEYBOARDING DRILLS (USER GDE W/CD)	0073011530	42.00
BI 141 KEYBOARDING		
COLLEGE KEYBOARDING (KIT: LESSONS 1-20)	0073138497	71.00
BI 144 DOCUMENT PROCESSING		
GREGG COLLEGE KEYBOARDING & DOCUMENT PROCESSING	0077260569	145.00
GREGG COLLEGE KEYBOARDING	0073368375	37.00
BI 151 OFFICE PROCEDURES AND INTERPERSONAL SKILLS		
ADMINISTRATIVE OFFICE MANAGEMENT	0131245105	88.00
BI 154 ADMINISTRATIVE MANAGEMENT		
ADMINISTRATIVE OFFICE MGMT: COMPLETE	0538438575	120.00
BI 170 INTRODUCTION TO COMPUTERS		
GO WITH MICROSOFT OFFICE 2007 + MYITLAB	0132426169	120.00
BI 173 SPREADSHEETS		
MICROSOFT OFFICE EXCEL 2003	1418843601	67.00
BI 174 RECORDS AND DATABASE MANAGEMENT		
MICROSOFT ACCESS 2003	1418843632	67.00
GREGG QUICK FILING PRACTICE	0732222882	42.00
MANT 240 LEGAL ENVIRONMENTS		
LEGAL ENVIRONMENT OF BUSINESS	0130348319	133.00
TGE 158 EMPLOYMENT STRATEGIES		
100 JOB SEARCH SUCCESS	1418016319	26.00
WDM 176 DESKTOP PUBLISHING AND MULTIMEDIA		
ADOBE INDESIGN CS2 REVEALED (W/CD)	1428319608	65.00
ROBIN WILLIAMS DESIGN WORKSHOP	0321441768	45.00

II. SUPPLIES & OTHER EXPENSES

DESCRIPTION	APPROXIMATE PRICE
Disks, computer, 3.5" HD, IBM formatted per semester, 1 box of 10 or Jump Drive (recommended)	20.00
Notebooks	20.00
Pencils, 1 box	3.00
Pens, 3 pkgs	4.00
Graduation Application fee for first degree Certificate/Degree	20.00
Optional fee for each additional Certificate/Degree	(10.00)
APPROXIMATE TOTAL SUPPLIES & OTHER EXPENSES	\$67.00

APPROXIMATE TOTALS FOR BOOKS & EXPENSES ONLY- CERTIFICATE OPTIONS

ACCOUNTING TECHNOLOGY	\$1,367.00
ADMINISTRATIVE TECHNOLOGY	\$1,661.00
BUSINESS INFORMATION TECHNOLOGY	\$712.00

**APPROXIMATE TOTALS FOR BOOKS & EXPENSES ONLY- AAS DEGREE OPTIONS
(See statement below for additional expenses)**

ACCOUNTING TECHNOLOGY	\$1,500.00
ADMINISTRATIVE MANAGEMENT TECHNOLOGY	\$1,794.00

ANTICIPATE ADDITIONAL EXPENSES ASSOCIATED WITH THIS PROGRAM:
TEXTBOOKS ASSOCIATED WITH ACADEMIC AND ELECTIVE COURSES,
 TRANSPORTATION, PARKING, CHILD CARE, HOUSING.

YOU MUST CHECK YOUR CLASS SCHEDULE TO DETERMINE TEXTBOOKS REQUIRED BY INSTRUCTOR.