

# BUSINESS & OFFICE ADMINISTRATION (BMGT, BUSG, BUSI, ITSW, MRMT, POFI, POFT)

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## **BMGT-1301. Supervision. (3 Credits)**

(3-3-0) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. The role of the supervisor. Includes managerial functions as applied to leadership, counseling, motivation, and human relations skills.

## **BMGT-1309. Information and Project Mgt. (3 Credits)**

Critical path methods for planning and controlling projects. Includes time/cost tradeoffs, resource utilization, stochastic considerations, task determination, time management, scheduling management, status reports, budget management, customer service, professional attitude, and project supervision.

## **BMGT-1325. Office Management. (3 Credits)**

(3-3-0) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Systems, procedures, and practices related to organizing and planning office work, supervising employee performance, and exercising leadership skills.

## **BMGT-1327. Principles of Management. (3 Credits)**

(3-3-0) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Concepts, terminology, principles, theories, and issues in the field of management.

## **BMGT-1341. Business Ethics. (3 Credits)**

(3-3-0) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Discussion of ethical issues, the development of a moral frame of reference, and the need for an awareness of social responsibility in management practices and business activities. Includes ethical corporate responsibility.

## **BMGT-2368. Practicum, Business Administration and Management. (3 Credits)**

(3-1-20) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Lab fee.

## **BUSG-1191. Special Topics in Gen Business. (1 Credit)**

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W.

## **BUSG-1291. Special Topics in Gen Business. (2 Credits)**

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W.

## **BUSG-1301. Introduction to Business. (3 Credits)**

(3-3-0) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Fundamental business principles including structure, functions, resources, and operational processes.

**BUSG-1304. Financial Literacy (formerly Known As Introduction to Financial Advising). (3 Credits)**

(3-3-0) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A study of the financial principles when managing financial affairs. Includes topics such as budgeting, retirement, property ownership, savings, and investment planning.

**BUSG-1366. Practicum I. (3 Credits)**

(3-1-20) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated. Lab fee.

**BUSG-1391. Special Topics in Gen Business. (3 Credits)**

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W.

**BUSG-2309. Small Business Management. (3 Credits)**

(3-3-0) Starting, operating, and growing a small business. Includes essential management skills, how to prepare a business plan, accounting, financial needs, staffing, marketing strategies, and legal issues.

**BUSG-2366. Practicum II. (3 Credits)**

(3-1-20) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated. Lab fee.

**BUSG-2381. Cooperative Education: Business/Commerce. (3 Credits)**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

**BUSI-1301. Business Principle. (3 Credits)**

(3-3-0) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life.

**BUSI-2301. Business Law. (3 Credits)**

(3-3-0) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. The course provides the student with foundational information about the U.S. legal system and dispute resolution, and their impact on business. The major content areas will include general principles of law, the relationship of business and the U.S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law, intellectual property, and business law in the global context.

**BUSI-2305. Business Statistics. (3 Credits)**

Descriptive and inferential statistical techniques for business and economic decision-making. Topics include the collection, description, analysis, and summarization of data; probability; discrete and continuous random variables; the binomial and normal distributions; sampling distributions; tests of hypotheses; estimation and confidence intervals; linear regression; and correlation analysis. Statistical software is used to analyze data throughout the course. (BUSI 2305 is included in the Business Field of Study.)

**ITSW-1304. Introduction to Spreadsheets. (3 Credits)**

(3-2-4) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Instruction in the concepts, procedures, and application of electronic spreadsheets. Lab fee.

**ITSW-1307. Introduction to Database. (3 Credits)**

(3-2-4) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Introduction of database theory and practical application. Includes techniques for planning, defining, and designing a database and procedures pertaining to queries, reports, control and security of the database. Hands on experience will be provided using appropriate application software. Lab fee.

**ITSW-1310. Intro to Presentation Graphics Software. (3 Credits)**

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development. Includes presentation media terminology and concepts; creation of presentations using text, visual and/or sound elements; use of effective compositions and style; preparation of presentations for distribution on computers or other media; and modify sequence and slide master. Lab fee.

**ITSW-1381. Coop Education, Data Processing Technology/Technician. (3 Credits)**

(3-2-4) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Career related activities in the student's area of specialization are offered through a cooperative agreement between the college, the employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Lab fee.

**MRMT-1307. Medical Transcription I. (3 Credits)**

(3-2-4) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Fundamentals of medical transcription with hands-on experience in transcribing actual physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Utilizes technology compatible with industry standards. Designed to develop speed and accuracy. Lab fee.

**MRMT-2333. Medical Transcription II. (3 Credits)**

(3-2-4) This course is taken for academic credit. (Prerequisite: MRMT 1307) Students will earn an A, B, C, D, F, or W. Transcription of medical reports with increasing speed and accuracy including history and physicals, consultations, discharge summaries, operative reports, and other medical reports. Lab fee.

**POFI-1204. Computer Fundamentals. (2 Credits)**

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Computer application specific software. Emphasizes the concurrent development of office skills and computer knowledge.

**POFI-1301. Computer App I. (3 Credits)**

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W.

**POFI-2301. Word Processing. (3 Credits)**

(3-2-4) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Word processing software focusing on business applications. Lab fee.

**POFI-2331. Desktop Publishing. (3 Credits)**

(3-2-4) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. In-depth coverage of desktop publishing terminology, text editing, and use of design principles. Emphasis on layout techniques, graphics, multiple page displays, and business applications. Lab fee.

**POFI-2340. Advanced Word Processing. (3 Credits)**

(3-2-4) This course is taken for academic credit. (Prerequisite POFI 2301) Students will earn an A, B, C, D, F, or W. Advanced word processing techniques using merging, macros, graphics, and desktop publishing. Includes extensive formatting for technical documents. Lab fee.

**POFT-1127. Introduction to Keyboarding. (1 Credit)**

(3-0-3) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Skill development in keyboarding techniques. Emphasis on the development of speed and accuracy. Lab fee.

**POFT-1220. Job Search Skills. (2 Credits)**

(2-2-1) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Instruction in medical office procedures to familiarize the Medical/Nursing Assistant student with the basic operations/concepts/skills of the medical front office. This course emphasizes the interaction between assistant working to assist the physician or other medical professional and the business operations of the medical facility. This course includes fundamentals of: appointment scheduling, documents and maintain medical records, patient communications, third party reimbursement, an introduction to electronic medical record systems and practices, and introduction into applying governmental health care guidelines. Emphasis is on customer service and accuracy. Computer/web access required. Lab Fee.

**POFT-1301. Business English. (3 Credits)**

(3-3-0) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.

**POFT-1309. Administrative Office Procedures I. (3 Credits)**

(3-2-4) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Study of current office procedures, duties, and responsibilities applicable to an office environment. Lab fee.

**POFT-1321. Business Math. (3 Credits)**

(3-3-0) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Fundamentals of business mathematics including analytical and critical thinking skills.

**POFT-1429. Beginning Keyboarding. (4 Credits)**

(4-3-3) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Skill development in keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. Lab fee.

**POFT-2312. Business Correspondence and Communication. (3 Credits)**

(3-3-0) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Development of writing and presentation skills to produce effective business communications.

**POFT-2401. Intermediate Keyboarding. (4 Credits)**

(4-2-4) This course is taken for academic credit. (Prerequisite POFT 1429) Students will earn an A, B, C, D, F, or W. A continuation of keyboarding skills emphasizing acceptable speed and accuracy levels and formatting documents. Lab fee.