

## Management Course Descriptions

### ACCT 105: Principles of Bookkeeping (3)

Prerequisite: None

This course demonstrates the application of the full accounting cycle using a manual system and the elements of financial statements. Course is designed for non-accounting majors.

### ACCT 200: Elements of Accounting I (4)

Prerequisite: ACCT 102 or instructor approval

Basic principles of the complete accounting cycle with emphasis on current assets; property, plant, and equipment; and current liabilities.

### ACCT 201: Elements of Accounting II (4)

Prerequisite: ACCT 200

A continuation of ACCT 200 with an emphasis on partnerships, corporations, and management accounting.

### ACCT 215: Business in the Legal Environment (3)

Prerequisite: Sophomore standing

Consideration of the nature, formation, and application of law in general; emphasis on public law and regulation of business.

### BADM 120: Fundamentals of Business (3)

Prerequisite: None

Acquaints the student with the free enterprise system. Topics include consumer rights, personal finance, business ethics, employment and careers in finance, management, marketing and international business. An excellent course for beginning business students and non-business majors.

### BADM 202: Principles of Management (3)

Prerequisite: None

Focuses on the nature of management, the evolution of management thought, strategic management and planning concepts, decision making and creative problem solving, and motivation and leadership in a changing business environment.

### BADM 103: Leadership Techniques (2)

Prerequisite: None

This course provides students with the opportunity to develop or enhance their leadership styles and techniques. Prepares students for a variety of career areas. Example topics include, but not limited to: employee motivation, business ethics, and self-managing work teams.

BADM 224: Management Information Systems (3)

Prerequisites: BADM 202 Principles of Management

This course is an introduction to management information systems, microcomputer applications in business, office information systems and systems analysis and design. Hands-on experience with microcomputer applications will be provided in the lab.

BADM 240: Sales & Customer Service (3)

Prerequisite: None

A course in the principles, psychology and the human relations of selling and customer service as it applies to small business. Students explore the steps of a sale, handling objections, product knowledge, investigating competition and closing the sale. Integration of training will be provided in meeting customer wants and needs, providing superior customer service, handling difficult customers and building permanent customer relations.

BOTE 127: Information Processing (3)

**Prerequisite: None**

Introduction to computer concepts, hardware and software application, operating systems, word processing, spreadsheets, presentations, and Internet. Course may be waived if student holds MOS Certification in Word, Excel, and PowerPoint at the specialist level.

BOTE 162: Supervised Occupational Experience (3)

Prerequisite: Sophomore Status

This course integrates on-campus classroom study with off-campus related work experience. Course offers the student the opportunity to integrate career, social and personal development into the educational process along with gaining practical work experience related to their career interests. Requires that a student has successfully completed two years of academic study.

BOTE 176: Job Preparation (1)

Prerequisite: None

This course is designed to equip student with job search procedures, resume writing, cover letter, interviewing skills and various job applications.

BOTE 211: Business Communications (3)

Prerequisites: ENGL 110, BOTE 102, and BOTE 127 or BOTE 147

Theories of communication applied to internal and external business communications including oral, written and nonverbal. Emphasis on interpersonal communication, collaborative skills, and virtual and global communication. Students develop a high degree of skill pertaining to the principles of grammar usage, sentence analysis and sentence structure.

BOTE 247: Spreadsheet Applications (3)

Prerequisite: BOTE 127 suggested or previous computer experience

Intermediate and advance use of Microsoft Excel application software for the creation of spreadsheets, graphs, and macros. Integration with other software applications is incorporated.

ECON 201: Principles of Microeconomics (3)

Prerequisite: None

Microeconomics is the study of a piece of the economy. Microeconomics studies and analyzes elasticity's of supply and demand, utility, costs and market structures. The four different market structures and are compared and contrasted to show how firms behave in each of the different market structures. The students will learn how to measure utility and how business entities and consumers try to maximize utility through their purchasing behavior.

ECON 202: Principles of Macroeconomics (3)

Prerequisite: None

Macroeconomics is the study of the economy as an aggregate. The course is designed to use numerical examples of which will provide greater clarity in graphical presentations. Aggregate demand and aggregate supply, unemployment and inflation, fiscal and monetary policy will be studied and analyzed.

ENTR 233: Entrepreneurship/Small Business Management (3)

Prerequisite: None

This course provides specialized instruction to both theory and practical application of the small business principles necessary for the operation of a successful small business. Designed for students who want to evaluate going into business for themselves or working for a small business. Course content should prove valuable to small business sales, finance, personnel and the concepts and current practices of managing a small business. Course is designed for small business start-up and existing businesses who desire to upgrade their skills.