

## Business Course Offerings

### ACT 249 - PAYROLL ACCOUNTING 3 cr. hrs.

This course focuses on federal, state and local laws affecting payrolls. Emphasis is on payroll accounting procedures and practices, and on payroll tax reports. Upon completion of this course, the student will be able to apply knowledge of federal, state and local laws affecting payrolls. Prerequisite: BUS 241.

### ACT 253 - INDIVIDUAL INCOME TAX 3 cr. hrs.

This course focuses on the fundamentals of the federal income tax laws with primary emphasis on those affecting the individual. Emphasis is on gross income determination, adjustments to income, business expenses, itemized deductions, exemption, capital gains/losses, depreciation, and tax credits. Upon completion of this course, the student will be able to apply the fundamentals of the federal income tax laws affecting the individual. Prerequisite: BUS 242.

### BUS 146 - PERSONAL FINANCE 3 cr. hrs.

This course is a survey of topics of interest to the consumer. Topics include budgeting, financial institutions, basic income tax, credit, consumer protection, insurance, house purchase, retirement planning, estate planning, investing, and consumer purchases.

### BUS 147 – INTRODUCTION TO FINANCE 3 cr. hrs.

This course is a survey of monetary and credit systems. Topics include the role of the Federal Reserve System, sources of capital, including forms of long-term corporate financing, and consumer credit in the financial structure of our economy.

### BUS 150 – BUSINESS MATH 3 cr. hrs.

This course is a study of practical business mathematics. Topics include fundamental processes of arithmetic with emphasis on decimals and percentages, markup, discounts, bank reconciliation, simple and compound interest discounting notes, depreciation methods, and present value.

### BUS 175 – RETAILING 3 cr. hrs.

This course is a study of the principles and practices of retailing. Topics include planning, policies and procedures of distribution, store design, layout and location, the economic and social role of retailing, competitive strategies, and retail management.

### BUS 177 – SALESMANSHIP 3 cr. hrs.

This course provides an introduction to the principles and practices of ethical salesmanship. Topics include industrial and retail selling methods of market analysis, professional salesmanship and sales methods, consumer types, attitudes, and behavior.

### BUS 178 – PURCHASING 3 cr. hrs.

This course provides an overview of the principles of purchasing for resale. Topics include buying techniques, market buying systems, financial management of purchasing departments, market information systems, and problems confronting retail and wholesale buyers.

### BUS 179 – TRENDS IN DISTRIBUTION 3 cr. hrs.

This course provides an overview of the distribution function. Topics include changing trends in distribution, problems created in areas of marketing, and ways to capitalize on latest distribution patterns.

### BUS 186 – ELEMENTS OF SUPERVISION 3 cr. hrs.

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This course is an introduction to the fundamentals of supervision. Topics include the functions of management, responsibilities of the supervisor, management-employee relations, organizational structure, project management, and employee training and rating.

**BUS 215 - BUSINESS COMMUNICATIONS 3 cr. hrs.**

This course covers written, oral and nonverbal communications. Topics include the application of communication principles to the production of clear, correct, and logically organized faxes, e-mail, memos, letters, resumes, reports, and other business communications.

**BUS 241 - PRINCIPLES OF ACCOUNTING I 3 cr. hrs.**

This course is designed to provide a basic theory of accounting principles and practices used by service and merchandising enterprises. Emphasis is placed on financial accounting, including the accounting cycle, and financial statement preparation analysis.

**BUS 242 - PRINCIPLES OF ACCOUNTING II 3 cr. hrs.**

This course is a continuation of BUS 241. In addition to a study of financial accounting, this course also places emphasis upon managerial accounting, with coverage of corporations, statement analysis introductory cost accounting, and use of information for planning, control, and decision making. Prerequisite: BUS 241.

**BUS 246 - ACCOUNTING ON THE MICROCOMPUTER 3 cr. hrs.**

This course utilizes the microcomputer in a study of accounting principles and practices. Emphasis is on the preparation and analysis of financial statements, measuring business activity, and making rational business decisions. Prerequisite: BUS 242.

**BUS 263 - THE LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS 3 cr. hrs.**

This course provides an overview of the legal and social environment for business operations with emphasis on contemporary issues and their subsequent impact on business. Topics include the Constitution, the Bill of Rights, the legislative process, civil and criminal law, administrative agencies, trade regulations, consumer protection, contracts, employment and personal property.

**BUS 271 - BUSINESS STATISTICS I 3 cr. hrs.**

This is an introductory study of basic statistical concepts applied to economic and business problems. Topics include the collection, classification, and presentation of data, statistical description and analysis of data, measures of central tendency and dispersion, elementary probability, sampling, estimation and introduction of hypothesis testing. Prerequisite: MTH 100 or equivalent placement score.

**BUS 272 - BUSINESS STATISTICS II 3 cr. hrs.**

This course is a continuation of BUS 271. Topics include sampling theory, statistical inference, regression and correlation, chi square, analysis of variance, time series index numbers, and decision theory. Prerequisite: BUS 271.

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### BUS 275 - PRINCIPALS OF MANAGEMENT 3 cr. hrs.

This course provides a basic study of the principles of management. Topics include planning, organizing, staffing, directing, and controlling with emphasis on practical business applications.

### BUS 276 – HUMAN RESOURCE MANAGEMENT 3 cr. hrs.

This course provides an overview of the responsibilities of the supervisor of human resources. Topics include the selection, placement, testing, orientation, training, rating, promotion, and transfer of employees.

### BUS 280 - INDUSTRIAL MANAGEMENT 3 cr. hrs.

This course provides an overview of management in an industrial setting. Topics include operations analysis, research and development, physical facilities, production planning, productivity improvement, product flow, quality control, jobs and wages, and employee motivation.

### BUS 285 - PRINCIPALS OF MARKETING 3 cr. hrs.

This course provides a general overview of the field of marketing. Topics include marketing strategies, channels of distribution, marketing research, and consumer behavior.

### BUS 296 – BUSINESS INTERNSHIP 3 cr. hrs.

This course allows the student to work part-time on a job closely related to his or her academic major while attending classes on a full-time basis. Emphasis is placed on a student's work experience as it integrates academic knowledge with practical applications in the business environment. The grade is based on a term paper, job-site visits by the instructor, the employer's evaluation of the student, and the development and assessment by the student of a learning contract.

### BUS 298 – DIRECTED STUDIES IN BUSINESS 3 cr. hrs.

This course offers independent study under faculty supervision. Emphasis is placed on subject relevancy and student interest and need.

### MST 209 – PHYSICAL SUPPLY & DISTRIBUTION MANAGEMENT 3 cr. hrs.

This course provides a comprehensive study of current logistics systems. Topics include organizing and analyzing logistics information, forecasting potential logistical problems, and making recommendations to coordinate actions to resolve problems.

### AGR 201 – AGRICULTURAL ECONOMICS 3 cr. hrs.

Economic principles, with emphasis on farm-related production, marketing, prices, consumption, taxation, credit, finance, and public policies and tenure, are discussed. The course covers utilization of land, labor and capital.

### AGR 215 – AGRIBUSINESS MANAGEMENT 3 cr. hrs.

This course focuses on practices essential to establishing and maintaining an agribusiness. Topics include personnel management, finance, customer service, insurance, and record keeping. Upon course completion, students will demonstrate an understanding of the requirements to comply with mandated state and federal regulations, manage employees, and meet consumer demands.

### HPS 107 – TRENDS & ISSUES RELATED TO THE HEALTH SERVICES 3 cr. hrs.

This course is an overview of current trends and issues common to the health-related disciplines. Emphasis is placed on ethical, legal, educational, economic, cultural, social, and regulatory trends and issues influencing health care. Upon completion of this course, the student should be able to compare and contrast the effects that trends and issues have on health-related disciplines and client care.

### HPS 110 – INTRODUCTION TO HEALTHCARE 3 cr. hrs.

This interdisciplinary course focuses on topics in health care which are common to health care disciplines. Emphasis is placed on communication, client/employee safety, psychosocial aspects of health care, health care delivery systems, professionalism, ethical/legal issues in health care, historical perspectives of various health care professions, and medical terminology.

### HIT 230 - MEDICAL CODING SYSTEMS I 3 cr. hrs.

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This course is intended to develop an understanding of coding and classification systems in order to assign valid diagnostic and procedure codes. Instruction includes description of classification and nomenclature systems; coding diagnoses and procedures; sequencing codes; analyzing actual medical records to identify data elements to be coded; and validating coded clinical information. Student competency includes demonstration of coding principles and applications (manual and/or computer assisted).

### HIT 232 - MEDICAL CODING SYSTEMS II 3 cr. hrs.

This course is a continuation of Medical Coding Systems I which is intended to develop an understanding of coding and classification systems in order to assign valid diagnostic and procedure codes. Instruction includes coding diagnoses and procedures; sequencing codes, analyzing actual medical records to identify data elements to be coded; validating coded clinical information, DRG assignment and case mix/severity of illness data. Student competency includes demonstration of coding principles and applications (manual and/or computer assisted). Prerequisite: HIT 230.

### MTR 170 - BASIC MEDICAL TRANSCRIPTION 3 cr. hrs.

This course introduces transcription equipment and typical medical dictation. Emphasis is placed on efficient use of equipment, use of reference materials, correct punctuation, capitalization, spelling, editing, proofreading, and report formatting. Upon completion, students should be able to demonstrate competence in transcribing physician's dictation.

### MTR 270 - ADVANCED MEDICAL TRANSCRIPTION 3 cr. hrs.

This course involves word processing of highly complex medical reports common to acute care and other health care facilities. Emphasis is placed on speed and accuracy of medical transcription. Upon completion, students should be able to demonstrate speed and competence in transcribing physician's dictation. Prerequisite: MTR 170.

### OAD 103 - INTERMEDIATE KEYBOARDING 3 cr. hrs.

This course is designed to assist the student in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on the production of business documents such as memoranda, letters, reports, tables, and outlines. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of business documents.

### OAD 110 - COMPUTER NAVIGATION 3 cr. hrs.

This course is designed to introduce the student to the Windows environment through classroom instruction and outside lab. Emphasis is on Windows as a graphical user interface and includes operations and applications that use the Windows environment. Upon completion, the student should be able to demonstrate proficiency in the operation and management of hardware and software as defined by the

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course syllabus.

### OAD 125 - WORD PROCESSING 3 cr. hrs.

This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is on the utilization of software features to create, edit and print common office documents. Upon completion, the student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memos, letters, and reports.

### OAD 126 - ADVANCED WORD PROCESSING 3 cr. hrs.

This course is designed to increase student proficiency in using the advanced word processing functions through classroom instruction and outside lab. Emphasis is on the use of industry-standard software to maximize productivity. Upon completion, the student should be able to demonstrate the ability to generate complex documents such as forms, newsletters, and multi-page documents. Prerequisite: OAD 125.

### OAD 134 - CAREER AND PROFESSIONAL DEVELOPMENT 3 cr. hrs.

This course is designed to assist the student in preparing for employment. Emphasis is on developing resumes, improving interview techniques, participating in mock interviews, setting goals, and conducting job searches and improving personal and professional image. Upon completion, the student will be able to demonstrate confidence in seeking employment and improved self-confidence.

### OAD 138 - RECORDS AND INFORMATION MANAGEMENT 3 cr. hrs.

This course is designed to give the student knowledge about managing office records and information. Emphasis is on basic filing procedures, methods, systems, supplies, equipment, and modern technology used in the creation, protection, and disposition of records stored in a variety of forms. Upon completion, the student should be able to perform basic filing procedures.

### OAD 214 - MEDICAL OFFICE PROCEDURES 3 cr. hrs.

This course is designed to provide an awareness of the responsibilities and opportunities of professional support personnel in a medical environment through classroom instruction and outside lab. Emphasis is on medical terms, the production of appropriate forms and reports, and the importance of office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a medical environment.

### OAD 215 - HEALTH INFORMATION MANAGEMENT 3 cr. hrs.

This course is designed to promote an understanding of the structure, analysis and management of medical records through classroom instruction and outside lab. Emphasis is on filing and managing medical records, coding of diseases, operations and procedures; and the legal aspects of medical

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records. Upon completion, the student should be able to maintain medical records efficiently.

### OAD 218 - OFFICE PROCEDURES 3 cr. hrs.

This course is designed to develop an awareness of the responsibilities and opportunities of the office professional. Emphasis is on current operating functions, practices and procedures, work habits, attitudes, oral and written communications, and professionalism. Upon completion, the student should be able to demonstrate the ability to effectively function in an office support role.

### OAD 230 - COMPUTERIZED DESKTOP PUBLISHING 3 cr. hrs.

This course is designed to introduce the student to the elements and techniques of page design, layout and typography through classroom instruction and outside lab. Emphasis is on the use of current commercial desktop publishing software, graphic tools, and electronic input/output devices to design and print high-quality publications such as newsletters, brochures, catalogs, forms, and flyers. Upon completion, the student should be able to utilize proper layout and design concepts in the production of attractive desktop published documents.

### OAD 233 - TRENDS IN OFFICE TECHNOLOGY 3 cr. hrs.

This course is designed to address current trends in office technology through classroom instruction and outside lab. Emphasis is on technology relevant to the office environment such as electronic mail, multimedia interaction, presentation hardware and software, and Internet use. Upon completion, the student should be able to demonstrate an awareness of current technological applications for the modern office.

### OAD 242 - OFFICE INTERNSHIP 3 cr. hrs.

This course is designed to provide the students with an opportunity to work in an office environment. Emphasis is on the efficient and accurate performance of job tasks. Upon completion, the student should be able to demonstrate successful performance of skills required in an office support position.

### OAD 243 - SPREADSHEET APPLICATIONS 3 cr. hrs.

This course provides the student with skills needed in performing spreadsheet tasks. Emphasis is on spreadsheet terminology and design, common formulas, proper file and disk management procedures. Upon completion, the student should be able to design, format, and graph effective spreadsheets.

### OAD 244 - DATABASE APPLICATIONS 3 cr. hrs.

This course is designed to provide the student with an understanding of the concepts of database management through classroom instruction and lab exercises. Emphasis is on the use of database software for business applications. Upon completion, the student should be able to create and manipulate data files and format output such as documents and reports.

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OAD 246 - OFFICE GRAPHICS AND PRESENTATIONS 3 cr. hrs.

This course is designed to provide the student with a foundation in the use of the computer and appropriate application software in the production of business slides and presentations through classroom instruction and lab exercises. Emphasis is on available software tools, presentation options and design, as well as such presentation considerations as the make-up of the target audience. Upon completion, the student should be able to demonstrate the ability to design and produce a business presentation.