COURSE DESCRIPTIONS

BUSINESS TECHNOLOGY

BST 1003: Business English
Designed to develop the student's vocabulary skills, dictionary usage, proofreading, listening, and English grammar as needed for current business usage enabling the student to write and communicate effectively.

BST 1013: Word Processing
Students will learn word processing skills in storing, retrieving, formatting, editing, and printing through the manipulation of the software program. Must possess adequate computer literacy skills before enrolling.
Ozark Business Technology Fee: $34.

BST 1023: Keyboarding
Acquaints the student with the alphabetic keyboard through usage of the computer. The course emphasizes basic skill development through drills for speed and control, methods used in centering and tabulations, letter style, business reports, and production measurement. (May be required if student's skill level is not adequate for other course work.)

BST 1033: Administrative Support Procedures
Emphasizes the practices and procedures acceptable in a business office. Topics include interpersonal relations, telephone usage, mail handling, records management, job application procedures, travel arrangements, reprographics, and financial statements.
LEC: 3 hours

BST 1043: Professional Communication
Designed to review and/or learn the basics in punctuation and to further develop spelling skills. The course covers the principles of effective communication in the modern business office. Topics include writing skills, reading skills, and psychological principles involved in effective business letter writing as well as oral communication.

BST 1053: Spreadsheets
Students will develop comprehensive skills using Microsoft Excel. These skills will include toolbar usage, cell and worksheet formatting, cell functions, worksheet organization and printing. The user will become adept at advanced features such as charts, linking worksheets and workbooks, customizing templates and toolbars, and other features.
1 hour lecture.
Ozark Business Technology Fee: $34.

BST 1063: Legal Environment for Business Technology
Provides an introduction to characteristics of the American system of free enterprise and the obligations and rights of an individual. Topics include torts, rights of private property, contracts, bailment, insurance and risk, labor, and dignity and worth of an individual.

BST 1073: Accounting
The study of fundamental accounting concepts and procedures. The course emphasizes the accounting cycle, and includes journalizing and posting transactions, preparing trial balances, worksheets, and financial statements. Emphasis is also given to cash, banking, payroll procedures, sales, purchases, and accounts receivable/ payable.

BST 1083: Introduction to Economics
An overview of macroeconomics with continued emphasis on microeconomic theory as it applies to business technology students

BST 1303: Introduction to Computers
Designed to introduce students to computer hardware, software, procedures, systems, and human resources as applied to business. It focuses on computer literacy, the concepts of the data processing cycle, and an introduction to commercially available software.
LEC: 3 hours

BST 2013: e-Commerce
Introduction to conducting business on the Internet. Includes electronic commerce terminology, the role of the Internet and the World Wide Web in Electronic Commerce, locating information, business applications, legal issues and security, and web site components and connectivity. Also includes marketing on the Internet, career opportunities, future developments, and building and operating a successful e-commerce store.

BST 2023: Organizational Leadership
This course is designed to provide individuals with the tools necessary to effectively lead other individuals and teams in today's complex organizational climate. This course addresses key dimensions of leadership behavior: personal integrity, self-knowledge, vision, communication, organizational

competence, and empowering people and teams. The course will focus on three specific leadership areas: Individuals as leaders, team leadership and organizational leadership.

BST 2053: Advanced Spreadsheets
Comprehensive advanced spreadsheet features will be the topics covered such as pivot tables, data analysis, visual basic applications, and collaborating with others via workbooks.
Ozark Business Technology Fee: $34.

BST 2113: Advanced Word Processing
Pre-requisite: BST 1013 Word Processing. Provides students an opportunity for more in-depth practical application of word processing skills. Emphasis is given to design, format, merging, and advanced editing techniques.
Ozark Business Technology Fee: $34.

BST 2123: Computer Applications for Accounting
Prerequisite: BST 1073 Accounting. Designed to acquaint students with major areas of computerized accounting. Application areas covered will include general ledger, accounts payable, accounts receivable, and payroll.

BST 2133: Multimedia
Focuses on a variety of software as well as technology-based equipment used in advanced office settings. Projects will emphasize the use of the following: digital camera, video equipment, desktop publishing, graphics production, electronic slide show presentations, E-mail, and Internet.
Ozark Business Technology Fee: $34.

BST 2143: Introduction to Management
Provides insight into the characteristics, organization, and operation of a business. Studies include international business, factors of business operations, and business decision-making. Management skills, the legal environment, and types of business ownership are included in this course.

BST 2153: Database Management
This course includes elementary database design, record layouts, simple selection operations, and basic report generation.
Ozark Business Technology Fee: $34.

BST 2163: Desktop Publishing
Prerequisites: COMS 1003 or BST 1303 Introduction to Computers and/or BST 1013 Word Processing.
Utilizes a desktop publishing software program in order to provide practical experience in the development of marketing and informative correspondence. Activities include creating newsletters, menus, posters, fact sheets, advertisements, business reports, brochures, comprehensive indexes, and planning a web page.
LEC: 3 hours

BST 2173: Social Media Marketing
Social Media is a countless array of Internet based tools and platforms that increase and enhance the sharing of information. This course will help students understand the unlimited amount of information available from social media sites for business advertising/marketing and social good. Students will gain the necessary skills to become media professionals and extend, enhance and apply their expertise to emerging social media information and communication technologies.

BST 2183: Introduction to Marketing Principles
This course is designed to serve as an introduction to the basic principles of marketing policies and practices and their application. Topics include consumers; policies; costs; analyzing opportunities, target markets, ethics, social responsibilities, and relationships.

BST 2213: Human Relations Principles and Practices
Designed to introduce students to the breadth and depth of the field of human relations. Emphasis is on the processes of communication, problem solving, decision making, conflict and change as they occur in individuals, interpersonal, group, and intergroup relations.

BST 2223: Introduction to Research
This course will cover using technology to gather, evaluate, and collect information from a variety of sources. Strategies for reading critically; organizing and developing thoughts; interpreting and evaluating sources; writing summaries, bibliographies, critiques, and literature reviews will be covered. Plagiarism, citation of sources, and proper format will also be discussed.
3 Hours Lecture.

BST 2303: Money and Banking
Addresses the various financial markets as well as economic factors and their impact on the banking industry.

BST 2313: Deposit Operations

Covers customer services, teller functions, new accounts, accounts payable, trusts, estates, branch security, general ledger banking, e-banking and online banking, call support, confidentiality, and research in banking.
LEC: 3 hours

BST 2333: Loan Operations

All aspects of consumer and commercial lending as well as financial and insurance statements. Other topics that will be addressed include managing loan files, assessing risk in lending, understanding issues of regulation and compliance, bankruptcy, credit reports, and appraisals.

BST 2443: Introduction to Project Management

Introduction to basic project management concepts, including how to scope, plan, launch, monitor, control and close a project. The course includes the Project Management Institute's (PMI) basic knowledge area: Integration, Scope, Time, Cost, Quality, Human Resources, Communication, Risk and Procurement. Students will use various tools, including software, to manage different levels of projects through their life cycle for various organizational structures and stakeholders.

BST 2513: Introduction to Human Resources Management

In this course, students explore the importance of establishing and/or administrating the goals, policies, and procedures of the organization. Students will cover the application of the various functions performed in contemporary human resources management, including communication, impacts of EEOC, writing job descriptions, recruitment, selection, interview techniques, orientation, developing policies and procedures, training, performance management, employee guidelines, and employee benefits.

BST 2523: Employment Law

Focuses on fundamental concepts of the employment relationship and legal rights/duties of employer and employee. Students will develop an understanding of employee rights, diversity, compensation and benefits law, the appeal process, reacting to legal charges, documenting the hiring and firing process, dealing with harassment issues, privacy issues, Also explores wrongful termination and other emerging case law doctrines. Discusses the Americans with Disabilities Act, National Labor Relations Act, wage and benefit legislation, and the Occupational Safety Act.

BST 2533: Employee Recruiting, Training, and Compensation

Students will be introduced to basic theories and strategies utilized in staffing, planning, recruiting, and selection, and compensation. Topics covered include job analysis, job description, recruitment, selection, and performance based assessment. This course enables the student to explore how human resources development professionals train individuals and develop the potentials of individuals within the workplace as well as understand the role that an integrated total compensation program can play in contributing to organizational success.

BST 2543: Workplace Behavior and Ethics

This course presents an overview of essential organizational theories and concepts. It focuses on the basic concepts of motivation, control, change, team building, and on the development of effective relationships in a diverse work environment. Students will review and examine ethical responsibilities and relationships between organizational departments, divisions, business management, and the public.

BST 2993: Special Topics for Business Technology

This course is designed to introduce students to specific areas in Business Technology. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.