

BUSINESS OFFICE (BUSO)

BUSO 1000 - Business Communications (3 Credit Hours)

A study of business functions, methods of business operation, types of business ownership, and the role of business organizations in contemporary society. The purpose of this course is to introduce business principles and concepts. Both theory and practical application will be addressed.

Prerequisite(s): None
(3/0/3)

BUSO 1010 - Business Math (3 Credit Hours)

A study of various business-related mathematical processes, principles, and techniques used to solve business problems on the electronic calculator.

Prerequisite(s): None
(3/0/3)

BUSO 1030 - Business English (3 Credit Hours)

Business English is designed to guide college students in developing the vital communication skills that are necessary to succeed in the modern workplace. It is also a study of English grammar and usage as applied to business documents and applications.

Prerequisite(s): None
(3/0/3)

BUSO 1100 - Records and Information Mgmt (3 Credit Hours)

Introduction to basic records and information management. Includes the life cycle of a record, manual and electronic records management, basic filing procedures and rules. This course examines how different organizational, technological, regulatory, and cultural factors affect the strategies, practices, and tools that organizations can employ to manage electronic records. Problems of long-term preservation and continuing access to electronic records are analyzed and addressed.

Prerequisite(s): None
(3/0/3)

BUSO 1310 - Introduction to Database Mgmt. (3 Credit Hours)

This course covers basic methods for creating a database, adding, changing and deleting information in a database, query processing and optimization, and printing data in the form of reports.

Prerequisite(s): CPTR 1002 or INTE 1000 or CPTR 1000 or CPTR 1500
(3/0/3)

BUSO 1320 - Introduction to Spreadsheets (3 Credit Hours)

This course focuses on the basic fundamentals of producing spreadsheets and graphs through problem-solving activities.

Prerequisite(s): CPTR 1002 or INTE 1000 or CPTR 1000 or CPTR 1500
(3/0/3)

BUSO 1350 - Machine Transcription (3 Credit Hours)

This course includes hands-on applications of machine transcription equipment, as well as production of documents (mailable copy) from various fields of employment. Emphasis is on English language skills: punctuation, spelling, grammar, and vocabulary.

Prerequisite(s): KYBD 1111
(3/0/3)

BUSO 1410 - Advanced Database Mgmt (3 Credit Hours)

A further study of database applications including advanced concepts such as action queries, switchboards, custom toolbars and menus, converting objects to html files, and hyperlinks.

Prerequisite(s): BUSO 1310
(3/0/3)

BUSO 1420 - Advanced Spreadsheets (3 Credit Hours)

This course contains advanced techniques for developing and modifying spreadsheets, and includes macros and data analysis functions, linked worksheets, workgroup features, creation of "what-if" scenarios and pivot tables.

Prerequisite(s): BUSO 1320
(3/0/3)

BUSO 1440 - Basic Word Processing (3 Credit Hours)

This course provides hands-on experience of word processing techniques and functions with emphasis on features and commands using a current version of word processing software.

Prerequisite(s): KYBD 1111
(3/0/3)

BUSO 1540 - Advanced Word Processing (3 Credit Hours)

Hands-on application of advanced word processing, with emphasis on features and commands using current version of word processing software.

Prerequisite(s): BUSO 1440
(3/0/3)

BUSO 1650 - Basic Desktop Publishing (3 Credit Hours)

This course introduces students to the principles of design applicable to publications created using desktop publishing software and computer technology. Emphasis is on efficient use of a page layout software package to create, design, and print publications.

Prerequisite(s): BUSO 1440
(3/0/3)

BUSO 2530 - Office Procedures (3 Credit Hours)

This course focuses on understanding the role of the office professional in today's changing office environment. Students learn effective office, human relations, communication, decision-making, and critical thinking skills by completing assignments and live projects. Specific items covered in this course include interpersonal communications, professional presence and success behaviors, stress and time management, work ethics and diversity, current technology, telecommunications, mail and records management, business correspondence, teamwork, meetings and presentations, travel and conference arrangements, and career development.

Prerequisite(s): (BUSO 1000 or BUSN 2100) and BUSO 1440
(3/0/3)