

## BUSINESS TECHNOLOGY (GBBT)

**123. Basic Keyboarding.** Credit 3 hours. Emphasis is on the computer keyboard and word processing software in conjunction with the fundamentals of technique, rhythm, and accuracy and on formatting business documents such as letters, memos, reports, and tables. (Students who have received credit for GBBT 124 and 223 will not receive credit for this course.)

**124. Keyboarding Applications.** Credit 3 hours. Emphasis is on the acquisition of speed and accuracy in keyboarding letters, memos, reports, and other business documents. Students are expected to have a basic knowledge of keyboarding before taking this course.

**130. Basic Word Processing.** Credit 3 hours. Prerequisite: Business Technology 123 or equivalent. Emphasis is on beginning applications of appropriate word processing software using microcomputers. Students will be prepared for the Microsoft Office Specialist Certification for the MS Word Core exam. Exam requires additional fees.

**131. Word Processing and Presentation Applications.** Credit 3 hours. Prerequisite: Business Technology 130 or equivalent. Emphasis are on the mastery of presentation software as well as designing and delivering oral presentations for business environments. Course includes preparation for the Microsoft Office Specialist Certification for the MS PowerPoint Comprehensive exam. MOS exam requires additional fee.

**215. Database Applications for Business Personnel.** Credit 3 hours. A thorough study of database spreadsheet applications for business personnel. Course includes preparation for the Microsoft Office Specialist Certification for the MS Access exam. MOS exam requires additional fee.

**223. Advanced Keyboarding.** Credit 3 hours. Prerequisites: GBBT 124. Continued emphasis is on the acquisition of speed and accuracy in all phases of production keyboarding using word processing software.

**231. Word Processing: Desktop Publishing.** Credit 3 hours. Prerequisite: Business Technology 130 or 210. Emphasis is on desktop publishing and graphics using microcomputers for the production of newsletters, brochures, signs, etc.

**253. Electronic Office Procedures.** Credit 3 hours. Prerequisite: GBBT 124 or GBBT 130 or GBBT 210. Emphasis is on skills and abilities needed to perform at the operational level in the modern office. Course includes preparation for the Microsoft Office Specialist Certification for the MS Outlook exam. MOS exam requires additional fee.

**254. Simulations for Business Personnel. Credit 3 hours.** Prerequisites: Business Technology 130 or 210 and 253. Students will participate in an office simulation designed to refine electronic office procedures and human relations skills in a realistic business setting.

**351. Telecommunications in Business.** Credit 3 hours. Prerequisite: Junior standing or permission of the Department Head. Theory of electronic systems. Applications to networking capabilities of microcomputers. Issues related to telecommunications.

**410/510 [407/507 and 408/508]. Office Systems Management.** Credit 3 hours. Prerequisite: Junior standing. Emphasis is on the study of managerial and supervisory processes in the modern office and/or information processing system.

**495 [395]. Special Topics in Business Communication.** Credit 3 hours. Prerequisite: GBBT 234 or permission of the Department Head. Investigation and presentation of current and relevant business communication issues which can affect achievement in the free enterprise system.

**618. Team Building in Business Communication.** Credit 3 hours. Team development in context of business tasks, small group synergies, and communication processes. Course is applied rather than theoretical in nature and stresses techniques by which business people can motivate groups to behave as teams. Some attention to needs of not-for-profit organizations, virtual (electronic) groups, and cross-cultural diversity.

**635. International Business.** Credit 3 hours. Prerequisite: Graduate standing. Dynamics of international business, including cultural analysis, foreign entry, globalization, and role of technology in multinational communication and logistics. Case studies and audiovisuals demonstrating economic and supervisory factors in business across cultural and national boundaries.

**651. Technology in Business Communication.** Credit 3 hours. Prerequisite: MBA student or permission of the Department Head. Exploration of the capabilities of contemporary technological communication networks with emphasis on applications such as e-mail, academic research, discussion groups, marketing application, electronic presentations, and individual home-page construction.

**681. Administrative Communication Theory.** Credit 3 hours. A study of administrative communication theory and practice as it relates to various types of organizations and their goals. Emphasis is directed toward improving communication skills of administrators in business, education, government, and other organized groups in reaching their purposes and goals.

**695. Special Topics in General Business.** Credit 3 hours. Prerequisite: Graduate standing. A seminar course focusing on selected issues in general business.