

## Business

The following matrix indicates those courses deemed transferable among institutions listed across the top of the matrix. The numbers on the matrix represent the number of semester hours associated with the course at each institution and which institutions have agreed to transfer the commonly numbered course in each row.

A list of the academic discipline liaisons contacts for each institution are listed at the bottom of this document.

Prefix	Number	Course Title	BSC	DCB	DSU	LRSC	MASU	MISU	NDSCS	UND	VCSU	WSC	CCCC	NHSC	SBC	UTTC
BAD	208	Entrepreneurial Marketing													3	
BADM	103	Leadership Techniques		1												
BADM	120	Introduction to Business												3		
BADM	130	Introduction to Entrepreneurship										3				
BADM	150	Introduction to Recreation Management										3				
BADM	170	Recreation Areas & Facilities Management										3				
BADM	201/301	Principles of Marketing	3	3		3	3	3	3		3	3				3
BADM	202/302	Principles of Management	3	3		3	3	3	3		3	3				
BADM	203	Leadership Techniques		1					2			3				
BADM	210	Advertising I	3	3		3										3
BADM	213	Public Relations		3												
BADM	214	Entertainment Marketing		3												
BADM	217	Promotion and Advertising							3							
BADM	220	Consumer Behavior										3				
BADM	224	E-Commerce		3				3								
BADM	225	Professional Communication for Business								3						
BADM	228	Personal Investing										3				
BADM	234	Customer Service										3				

Prefix	Number	Course Title	BSC	DCB	DSU	LRSC	MASU	MISU	NDSCS	UND	VCSU	WSC	CCCC	NHSC	SBC	UTTC
BADM	236	International Business										3				
BADM	240	Sales	3	3		3			3			3				3
BADM	241	Sales Management	3			3			3							
BADM	245	Recreation Administration										3				
BADM/FIN	251	Personal Finance						3	3	3		3				
BADM	260	Principles of Retailing	3	3		3			3							
BADM	265	Digital Marketing				3										
BADM	269	Business Ethics										3				
BADM	270	Small Business Management							3							
BADM	272	Process Improvement							3							
BADM	274	Project Management	3						3							
BADM	275	Scientific Methods I							3							
BADM	276	Scientific Methods II							3							
BADM	281	Organizational Behavior	3						3							
BADM	282	Human Resources Management	3						3							3
BIT	220	Management Information System												3		
BOTE	102	Keyboarding I	3					3			2			3		
BOTE	108	Business Math	3	3				3	3							
BOTE	111	Introduction to Business Proofreading and Formatting							2							
BOTE	112	Transcription & Editing							2							
BOTE	116	Student Leadership Practicum	1													
BOTE	121	Business English	3													
BOTE	122	Business English	3													
BOTE	127	Information Processing		3				3			3		3			

Prefix	Number	Course Title	BSC	DCB	DSU	LRSC	MASU	MISU	NDSCS	UND	VCSU	WSC	CCCC	NHSC	SBC	UTTC
BOTE	134	Medical Disorders	3													
BOTE	135	Social Media Integration for Business										3				
BOTE	136	Medical Assisting Clinical Procedures	3													
BOTE	138	Medical Coding I	2													
BOTE	139	Medical Coding II	2													
BOTE	146	Word Processing I							2							
BOTE	147	Word Processing		3	3			3	2		2		3	3		
BOTE	148	Keyboard Speedbuilding							2							
BOTE	152	Keyboarding II	3	3				3	2					3		
BOTE	166	Laboratory Procedures	2													
BOTE	169	Medical Terminology I							2							
BOTE	172	Medical Terminology III	3						2							
BOTE	202	Keyboarding III				3								3		
BOTE	209/309	Office Management	3	3							3					
BOTE	214/314	Business Reports & Communications				3		3			3		3			
BOTE	217/317	Records Management	3	3					3				3	2		
BOTE	218/318	Desktop Publishing		3	3						2	2	3			
BOTE	220	Fundamentals of Medical Transcription							2							
BOTE	222	Medical Transcription	3													
BOTE	223	Medical Transcription II	3						4							
BOTE	224	Applied Medical Transcription III							3							
BOTE	247/347	Spreadsheet Applications		3	3			3				3	3	3	3	3
BOTE	251	Legal Transcription	2													
BOTE	252	Legal Documentation							4							

Prefix	Number	Course Title	BSC	DCB	DSU	LRSC	MASU	MISU	NDSCS	UND	VCSU	WSC	CCCC	NHSC	SBC	UTTC
BOTE	253	Legal Office Procedures	3													
BOTE	255	Legal Office Procedures	3													
BOTE	256	The Legal System							4							
BOTE	257	Database Management		3							3		3			
BOTE	270	Integrated Business Systems & Technologies									3					
BOTE	275/375	Administrative Office Procedures			3		3				3		3			
BOTE/AH	171	Medical Terminology	3	3	3	3			4					3		
BUSN	120	Fundamentals of Business	3					3	3			3				3
BUSN	140	Insurance							3							
BUSN	170	Entrepreneurship	3	3		3			3							3
BUSN	250	Principles of Real Estate							3			3				
BUSN	253	Banking							3							
BUSN	254	Financial Statement Analysis				2			3							
BUSN	260	Business Law														3
BUSN	282	Professional Development							3							
BUSN	285	Small Business Management Experiential Learning														3
BVED	217	Fundamentals of Management Information					3									

### **BAD 208 Entrepreneurial Marketing**

Examine the marketing strategies and methods used by start-up, early-stage companies, and small business enterprises.

### **BADM 103 Leadership Techniques**

The development of occupational knowledge and skills through activities that may include seminars, field trips, public service and work experience. Individual and group meetings are held to plan and monitor each student's assigned activities.

### **BADM 120 Introduction to Business**

Acquaints the student with the American Capitalist model, as well as the systems used by other countries. This course will also provide an overview of all business-related activities.

**BADM 130 Introduction to Entrepreneurship**

Evaluate personal and professional skills, interests, and abilities as they relate to business ownership, as well as the opportunities, risks, and rewards of self-employment.

**BADM 150 Introduction to Recreation Management**

Significance and meaning of recreation, leisure, play, and sport in modern society. The theories of play, models of sports, and the recreational and sport moment in the United States. Role and scope of recreation and sport programs in the community, schools, commercial and industrial settings.

**BADM 170 Recreation Areas & Facilities Management**

Basic consideration in planning, construction, design, risk management, and maintenance of sport and recreation areas, facilities, and buildings.

**BADM 201/301 Principles of Marketing**

**BADM 202/302 Principles of Management**

**BADM 203 Leadership Techniques**

The development of occupational knowledge and skills through activities that may include seminars, field trips, public service, and work experience. Individual and group meetings are held to plan and monitor each student's assigned activities.

**BADM 210 Advertising I**

**BADM 213 Public Relations**

Basic public relations; both internal and external. The why, what, how of public relations and marketing as it relates to business; special emphasis placed on crisis management.

**BADM 214 Entertainment Marketing**

Course is designed to include an exploration of the effective marketing and promotion of sports, entertainment, travel, and tourism products. Discussion topics include promotion, endorsements, sales, campaigns, and marketing.

**BADM 217 Promotion and Advertising**

This is a study of the integrative role of the use of promotion to inform, persuade, or remind consumers of the business or organization. This includes a discussion on how to utilize the elements of promotion (advertising, publicity, sales promotion, personal selling) in a coordinated way to meet organizational objectives. Students will develop and present an advertising/promotional campaign for a product or business as a culminating course activity.

**BADM 220 Consumer Behavior**

Theoretical and applied analysis of consumption related activities of individuals. Investigation of the reasons behind and the forces influencing the selection, purchase, use, and disposal of goods and services.

**BADM 224 E-Commerce**

Course is designed to provide an overview of electronic business topics such as: a review of current applications of electronic businesses, site design, security issues and marketing considerations.

**BADM 225 Professional Communication for Business**

Experienced business executives indicate that miscommunication often causes their most significant problems. The ability to write, speak, and question effectively is a skill set needed, not only on the job, but also in personal and civic life. Communicating skillfully means being able to think critically; write and speak clearly for diverse audiences; and it involves learning and practicing certain conventions associated with each.

**BADM 228 Personal Investing**

A study of investment concepts designed for individual investors. Emphasis is placed on portfolio construction, portfolio management, time value of money, risk vs. return analysis, mutual funds, stocks and valuations, bonds, and options.

**BADM 234 Customer Service**

Learn how to build a loyal, long-term customer relationship by meeting the needs and wants of customers, handling difficult customers with tact and skill, respecting diversity, and providing superior customer service in person, online, and via telephone in a variety of customer service environments.

**BADM 236 International Business**

Explores processes of international trade, whether the company is an importer, exporter, or a multinational firm.

**BADM 240 Sales****BADM 241 Sales Management**

Professional sales management integrates sales and marketing management. Emphasis is on relationship selling, which seeks to establish long-run partnerships with customers based on trust, quality and mutual respect. More attention is given to industrial sales than to consumer sales, selling products and services to businesses. This includes planning and organizing the sales force, estimating the market potential, and developing, directing, motivating and leading the sales force, as well as consideration of controlling and evaluating sales performance.

**BADM 245 Recreation Administration**

Administrative policies and organizational management of recreation services, financial, and personnel practices, supervision, and promotion.

**BADM 251/FIN 251 Personal Finance****BADM 260 Principles of Retailing****BADM 262 Retail Management****BADM 269 Business Ethics**

This course will examine the framework for understanding ethical decision making and social responsibility as it applies to the business world.

## **BADM 270 Small Business Management**

### **BADM 272 Process Improvement**

This course is based on the Plan-Do-Check-Act (PDCA) Cycle and is supported with a set of tools. It attempts to provide information in the improvement of processes in a less technical fashion than designed experiments. In cases where experiments are not necessary, simpler tools may provide enough process information to indicate process improvement. This course uses process flowcharts and variance analysis tools to identify complexity and non-value-added steps, and seek to eliminate, reduce, combine, or simplify the main three areas of irrationality, inconsistency, and waste.

### **BADM 274 Project Management**

Students use the tools and techniques to organize, plan, implement, manage, and evaluate short and long-term projects. Students identify developing indices and trends and learn how to handle them correctly; this course provides beginning-level practice in applying project management concepts and tools in practical exercises.

### **BADM 275 Scientific Methods I**

This course introduces students to team problem-solving methods and provides an introduction to tools for problem solving. When problems arise in a process within an organization, students will learn to analyze the situation to solve the problem rather than treat the symptoms of the problem. During this course, the Seven Planning and Management Tools as well as the Plan-Do-Check-Act (PDCA) Cycle will be applied during activities and exercises.

### **BADM 276 Scientific Methods II**

This course is actually a two-part course that builds off of the foundation of scientific methodology set in Scientific Methods I. First, a use of Statistical Process Control (SPC) measures in problem solving are required of students in exercises. Second, a look at Hoshin Planning allows students the opportunity to use strategic planning and identify action for development of plans in organizations. Prerequisite: BADM 275.

### **BADM 281 Organizational Behavior**

### **BADM 282 Human Resources Management**

A course that is a survey of human resource management, including job analysis, recruitment, selection, performance appraisal, compensation, training, and labor relations. The impact of environmental influences such as legislation, court decisions and unions on human resource activities are addressed.

### **BIT 220 Management Information System**

Designed to provide an introduction to systems and development concepts, technology acquisition, and various types of application software that have become prevalent or are emerging in modern organizations and society. Introduces students to contemporary information systems and demonstrates how these systems are used throughout global organizations. The key components of information systems—people, software, hardware, data, and procedures, and how these components can be integrated and managed to create competitive advantage.

### **BOTE 102 Keyboarding I**

Basic instruction and practice in using the alphanumeric keyboard. Emphasis on proper fingering for touch operation of the keyboard, development of speed and accuracy, and exploration of business document formatting.

**BOTE 108 Business Math**

Review of mathematical fundamentals with emphasis on business applications and problem solving.

**BOTE 111 Introduction to Business Proofreading and Formatting**

This course presents the business guidelines for formatting documents such as interoffice memorandums, letters and reports with heavy emphasis on English grammar. Spelling, number expression, punctuation, parts of speech, sentence structure, vocabulary, word usage, and proofreading will be mastered as pre-transcription requirements. 9-week session.

**BOTE 112 Transcription & Editing**

This course expands skills learned in transcription III. Students will apply English and formatting guidelines mastered in the introductory course to produce acceptable copy while transcribing recorded business documents. Prerequisite: BOTE 111.

**BOTE 116 Student Leadership Practicum**

Provides students opportunity to develop leadership and professional networking skills through active participation in professional business student organizations.

**BOTE 121 Business English**

A course in business English grammar fundamentals which assist the college students in fulfilling a prerequisite for successful communication: a high degree of skill pertaining to the principles of grammar, usage, and basic sentence structure.

**BOTE 122 Business English**

A course in business English pertaining to a high degree of skill in sentence structure, punctuation, number style, spelling, word division, word usage, proofreading and editing. This theory is applied in transcribing business letters and memos. Prerequisite: keyboarding class or equivalent.

**BOTE 127 Information Processing**

Introductory computer course covering terminology and concepts of computer use as well as software applications including word processing, database, spreadsheet, and Internet use.

**BOTE 134 Medical Disorders**

This course provides the student with a basic understanding of human diseases and appropriate interventions. Content includes statistics, risk factors, signs and symptoms, diagnostic studies, and treatments specific to each disease/disorder.

**BOTE 135 Social Media Integration for Business**

Techniques and strategies used in social media communications with an emphasis on online public relations for an organization or a business.

**BOTE 136 Medical Assisting Clinical Procedures**

This course has been designed to introduce the student to the duties and responsibilities of medical assistants in clinical practice. Course content includes data collection and documentation, legal issues, physical exams, laboratory and other diagnostic studies, treatment modalities, emergencies, vital signs, and infection control.

**BOTE 138 Medical Coding I**

This course teaches the basic skills needed for medical coding. Emphasis is on CPT coding with practical application. (Fall) Prerequisites: BOTE 171, BOTE 134.

**BOTE 139 Medical Coding II**

This course teaches the basic skills needed for medical coding. An overview of ICD-9-CM coding and reimbursements issues. (Spring) Prerequisites: BOTE 171, BOTE 134.

**BOTE 146 Word Processing I**

This course contains the first three units of the word processing course. It offers the student an introduction to the latest version of the word processing program currently being taught. It covers basic formatting of the characters, lines, pages, and documents for a variety of business and educational purposes. 9-week session.

**BOTE 147 Word Processing**

Use of current word processing software to create professional business documents including letters, memos, reports, tables, forms, brochures, and graphic aids. Advanced features in printing, macros, and merging also practiced.

**BOTE 148 Keyboard Speedbuilding**

Complete drill work, development of increased speed and accuracy, timed writings of straight and rough draft copy, improvement of keyboarding techniques, introduction to letter and memo writing, tabulation techniques, and manuscript preparation.

**BOTE 152 Keyboarding II**

Development of speed and accuracy in keyboarding straight copy and production activities. Emphasis placed on formatting and keying various business documents including memos, letters, reports, and tables from straight copy, rough drafts, and unarranged material.

**BOTE 166 Laboratory Procedures**

A comprehensive study of laboratory tests and procedures by body system; radiology procedures; pathology procedures.

**BOTE 169 Medical Terminology I**

Introduction to prefixes, suffixes, and root words of medical terms and their meaning, spelling, and pronunciation, with emphasis on building a working medical vocabulary based on body systems. Anatomy and physiology of the major organs, pathological conditions, laboratory studies, clinical procedures, and abbreviations are studied for each body system.

**BOTE 172 Medical Terminology III**

Continued study of medical terminology related to pathology, diagnostic, surgical, clinical and laboratory procedures, and common abbreviations and acronyms by body systems. Prerequisite: BOTE 169, BOTE 170.

**BOTE 202 Keyboarding III**

Advanced skill development in business document production and straight copy speed and accuracy.

**BOTE 209/309 Office Management**

Introduction of office management concepts and technology, including office facilities development, office systems, human relations, office ethics and etiquette, and various administrative duties and responsibilities.

### **BOTE 214/314 Business Reports & Communications**

### **BOTE 217/317 Records Management**

Study of the systematic control of business records manual and electronic applications. Records creation, distribution, utilization, retention, storage, protection, preservation, and final disposition are discussed.

### **BOTE 218/318 Desktop Publishing**

Software application course providing students skills in electronic layout, editing, and production of documents.

### **BOTE 220 Fundamentals of Medical Transcription**

Basic theory of medical documents is covered. This includes formatting, spelling, number expression, punctuation, English grammar, and proofreading. Introduction to applied transcription. Prerequisite: Minimum typing speed of 35 corrected wpm; concurrent enrollment or prior completion of Medical Terminology, Anatomy and Physiology, and Pharmacology.

### **BOTE 222 Medical Transcription**

A course in medical keyboarding and transcription of pre-recorded medical dictation.

### **BOTE 223 Medical Transcription II**

Transcription of authentic physician-dictated reports organized by medical specialty. Emphasis on development of accuracy, speed, and medical knowledge for transcription of history and physical examination reports, consultations, emergency room reports, discharge summaries, operative reports, laboratory reports, diagnostic studies, radiology and pathology reports. Using reference materials and other resources efficiently. Application of editing and proofreading techniques, grammar and punctuation. Prerequisite: BOTE 220, 221.

### **BOTE 224 Applied Medical Transcription III**

Continued emphasis on development of accuracy, speed, and medical knowledge for transcription of history and physical examination reports, consultations, emergency room reports, discharge summaries, operative reports, laboratory reports, diagnostic studies, radiology, and pathology reports. Using reference materials and other resources efficiently. Application of editing and proofreading techniques, grammar, and punctuation. Prerequisite: BOTE 220, 221, 223.

### **BOTE 247/347 Spreadsheet Applications**

Intermediate and advanced use of application software for creation of spreadsheets, graphs, databases, and macros. Integration with other software applications is also reviewed.

### **BOTE 251 Legal Transcription**

A laboratory course in legal keyboarding and transcription of pre-recorded legal dictation.

### **BOTE 252 Legal Documentation**

This course provides students with hands-on application of common legal documents such as a summons, complaint, subpoena, affidavit, certificate of service,

warranty deed, mortgage, will, healthcare power of attorney, etc.

### **BOTE 253 Legal Office Procedures**

### **BOTE 255 Legal Office Procedures**

Specialized program for the legal secretarial profession. Emphasis on development of confidence in interpersonal relations, office set up, ethics, typical law office procedures and techniques. Students are also introduced to basic research procedures, the courts, and litigation procedures.

### **BOTE 256 The Legal System**

An introduction to the federal and state court systems, functions, and ethics of personnel in the law office and legal system, and the historical development and nature of the law. Other topics include family law, civil law, criminal law, and legal research. Prerequisite: Grade "C" or above in BOTE 255 for Legal Administrative Assistant students only.

### **BOTE 257 Database Management**

### **BOTE 270 Integrated Business Systems & Technologies**

A study of technologies used in today's offices and the integration and merging of functions in office systems.

### **BOTE 275/375 Administrative Office Procedures**

A course emphasizing duties, responsibilities, and personal qualities of office personnel in today's automated office. Use of advanced computer applications and related office technologies are included.

### **BOTE/AH 171 Medical Terminology**

Study of prefixes, suffixes, and root words of medical terms and their meaning, spelling, and pronunciation. Emphasis on building a working medical vocabulary based on body systems. BOTE 171 is the same course as AH 171.

### **BUSN 120 Fundamentals of Business**

### **BUSN 140 Insurance**

Introduces the student to the theory of insurance risk, hazards, and perils and how companies are formed and also the relation of self-insurance and the law of large numbers. All basic insurance lines are covered. Approved pre-license course in North Dakota and Minnesota.

### **BUSN 170 Entrepreneurship**

### **BUSN 250 Principles of Real Estate**

Pre-requisite – none. General introduction to Real Estate as a business and as a profession that is designed to acquaint the student with the wide range of subjects and terminology necessary to the practice of Real Estate. This introductory course in fundamentals will include the nature of Real Estate and ownership, principles and concepts of title transfer, title insurance, Real Estate Marketing, financing, leasing, taxation, insurance, development, appraising, ethics, and state license law.

**BUSN 253 Banking**

A study of banking principles including banking terminology, documents, check processing, deposit functions, loan processing, investments, and bank accounting systems. Bank services, customer relations and the bank's role in the community are also included.

**BUSN 254 Financial Statement Analysis**

A course that interprets and analyzes accounting data and examines financial statements. Cash flow, ratio analysis and trend analysis are also studied.

**BUSN 260 Business Law**

Business in the legal environment is the study of the principles of law encountered in business. Topics covered include the judicial system, law of contracts, torts, property and bailments, sales, and commercial paper.

\*This course may not transfer as equivalent for any major requirements.

**BUSN 282 Professional Development****BUSN 285 Small Business Management Experiential Learning**

The experiential learning course captures the very essence of starting a business. The Small Business Management learner will visit federal, state, and private offices that pertain to business licensing and requirements of the new entrepreneur. Throughout the process the learner will develop a guide to use in the startup of a small business with materials collected at each office visited.

**BVED 217 Fundamentals of Management Information**

An introduction to management information systems, local area networks, microcomputer applications in business, systems analysis and design, office automation, and telecommunications.