2420:103. Essentials of Management Technology. (3 Credits)
Survey of management principles for business and other organizations.
Emphasizes the basic management functions including planning, organizing,
staffing, influencing, and control.

2420:104. Introduction to Business in the Global Environment. (3 Credits)
Survey of business emphasizing the global nature of business and
including entrepreneurship concepts, form, marketing, management,
human resources, financial resources and production.

2420:117. Small Business Development. (3 Credits)
Prerequisite: 2420:211. Introduction to small business and
entrepreneurship: opportunities and qualifications for establishing,
financing, operating and developing managerial policies and procedures
for small business.

2420:125. Essentials of Personal Finance. (3 Credits)
Consumer decision making including credit and budgets, time value of
money, major purchases, insurance, investments, tax planning, retirement
and estate planning.

2420:140. Keyboarding. (2 Credits)
Fundamentals in the operation of the keyboard; application emphasis on
individual student needs such as resumes, application letters and forms,
term reports, abstracting, etc.

2420:202. Elements of Human Resource Management. (3 Credits)
Prerequisite: 2420:103. Provides students with an overview of human
resource management functions. Includes planning, EEO/AA, selection,
development, legal environment, compensation, labor relations, appraisal
systems and career planning.

2420:211. Basic Accounting I. (3 Credits)
Accounting for sole proprietorships operating as service and
merchandising concerns. Introduction to financial statements. Includes
handling of cash, accounts receivable, inventories, plant/equipment, and
payroll.

2420:212. Basic Accounting II. (3 Credits)
Prerequisite: 2420:211. Accounting as it applies to partnerships and
corporations. Includes stocks, bonds, cash flows, financial statement
analysis, and specialized accounting software.

2420:213. Essentials of Management Accounting. (3 Credits)
Prerequisite: 2420:211. Study of the interpretation and use of accounting
data by management in decision making and the planning and controlling
of business activities.

2420:214. Essentials of Intermediate Accounting. (3 Credits)
Prerequisite: 2420:212. Study of development of financial accounting
theory and its application to problems of financial statement generation,
account valuation, analysis of working capital, and determination of net
income.

2420:215. Computer Applications for Accounting Cycles. (3 Credits)
Prerequisites: 2420:212, 2420:213, and 2540:270. Develops the skills of
computer accounting as used in today's marketplace through hands on
experience with general ledger accounting software.

2420:216. Survey of Cost Accounting. (3 Credits)
Prerequisite: 2420:213. Provides student with conceptual understanding
of how accounting information is developed and used for product
costing, decision making and managerial planning and control.

2420:217. Survey of Taxation. (3 Credits)
Survey course of basic tax concepts, research, planning, and preparation
of returns for individuals. Federal, state and local taxes are discussed.

2420:218. Automated Bookkeeping. (2 Credits)
Corequisite: 2420:212. Provides experience with accounting software
packages to include the processing of general ledger, accounts
receivable, accounts payable, and payroll transactions.

2420:220. Applied Accounting. (3 Credits)
Prerequisites: 2420:212, 2420:213, and 2540:270. An applied orientation
focusing on all accounting functions through adjusted trial balance
and basic payroll skills. Emphasis on skills required for the Certified
Bookkeeping designation.

2420:227. Entrepreneurship Projects. (3 Credits)
Prerequisites: 2420:103, 2420:104, 2420:117, 2420:212, 2420:243,
and 2540:270. Requires the student to research, design, and complete a
comprehensive business plan which will become the blueprint for a new
or existing business.

2420:243. Survey in Finance. (3 Credits)
Prerequisites: 2420:170 and 2420:211. Survey of field including
instruments, procedures, practices and institutions. Emphasis on basic
principles.

2420:245. Business Management Accounting Internship. (3 Credits)
Prerequisites: [2420:212 and 2420:213] or [2420:215 and 2420:216].
An accounting field experience exposing the student to the actual
accounting environment and general workplace.

2420:246. Business Management Internship. (3 Credits)
Prerequisites: 2420:103, 2420:104, 2420:212, 2420:280, 2040:240,
6300:201, and sophomore or greater standing. A management field
experience exposing the student to the actual management environment
and general workplace.

2420:250. Problems in Business Management. (3 Credits)
Prerequisites: 2420:103, 2420:104, 2420:212, 2420:243, 2520:101, and
2420:270. Capstone course studies the development of solutions and
the formulation of policies to solve business problems, emphasizes case
studies, group projects, oral and written presentations.

2420:263. Professional Communications and Presentations. (3 Credits)
Application of the principles of communication in speeches, business
presentations, group discussions, and business documents.

2420:270. Business Software Applications. (3 Credits)
Prerequisite: 2420:105; Wayne College students - 2440:125, 2540:241,
and 2540:253. Use of business application software and critical thinking
skills to solve business problems. Word processing, spreadsheets,
database, presentation software, integration of applications, and the
Internet.

2420:280. Essentials of Business Law. (3 Credits)
History of the law and the judicial system, torts and criminal law
affecting business, contracts with emphasis on sales under the UCC, and
commercial paper.

2420:290. Special Topics: Business Management Technology. (1-3
Credits)
Prerequisite: Permission. Selected topics or subject areas of interest in
business management technology. (May be repeated for a total of four
credits)

2420:300. Supervision in a Technical Environment. (3 Credits)
Competencies required for successful transition from individual
contributor to supervisor. Emphasis on working effectively with others
and self-development as a leader.
2420:301. Information Design. (3 Credits)
Prerequisites: [2020:121 and 2020:222] or [3300:111 and 3300:112].
Principles of visual rhetoric and practice in communicating with text and graphics. Examines the role of design in a variety of workplace communication documents.

2420:302. Ethics and Law in Business. (3 Credits)
Prerequisite: Junior or greater standing. Workplace ethical principles and legal issues such as liability, safety, quality, honesty, and confidentiality. Case studies and projects explore global, legal, and technological issues affecting employee interaction in the workplace.

2420:310. Leadership Principles & Practices for Technical Organizations. (3 Credits)
Corequisite: 2420:300. Contemporary perspectives and issues in leadership and supervision. Development of effective leadership characteristics.

2420:311. Corporate Social Responsibility and Leadership. (3 Credits)
Prerequisite or Corequisite: 2420:300 with a C or better. Theory and best practices in corporate social responsibility, community service and leadership in local, national and global settings. Identify leadership opportunities for future contributions.

2420:401. Leading Project Teams. (3 Credits)
Prerequisite: 2420:310 with the grade of C or better. Examines and applies the operational and human aspects of project team management from conception to completion.

2420:402. Operational Assessments and Improvements. (3 Credits)
Prerequisites: [3470:250 or 3470:260] and 2420:310 with a grade of C or better. Methods for conducting business process assessments and evaluating results in organizations.

2420:420. Human Resources Development. (3 Credits)
Prerequisite: 2420:310 with a grade of C or better. Overview of current theories and best practices in human capital development.

2420:421. Senior Seminar in Organizational Supervision. (3 Credits)
Prerequisite: 2420:402 with a grade of C or better. Integration and application of professional knowledge, skills, and technologies to organizational issues.