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 (3 Credits)
Survey of business emphasizing the 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 with a grade of C or better or permission. 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 with a grade of C or better. 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 Essentials of Financial Accounting (3 Credits)

2420:212 Basic Accounting II (3 Credits)
Prerequisite: 2420:211 with a grade of C or better. 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 with a grade of C or better. 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 with a grade of C or better. 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 all with grades of C or better. 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 with a grade of C or better. 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 all with grades of C or better. 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 all with grades of C or better. 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 with grades of C or better. 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] with grades of C or better. 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 all with grades of C or better], 6300:201, 7750:230, 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, 2420:270, and 2520:101 all with grades of C or better. 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. Ohio Transfer 36: Yes Gen Ed: - Speaking

2420:270 Business Software Applications (3 Credits)

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] or equivalent. 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.

2420:312 Global Business Communication (3 Credits)
Prerequisite: Completion of 48 credit hours. Emphasis on organizational and interpersonal communication needed in an integrated world economy. Provides an overview of business communication to effectively conduct global business and negotiations.

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.