

## B&E

## Business and Economics

### **B&E 102 MICROSOFT OFFICE SPECIALIST – WORD. (0)**

This course is designed to give students experiences with the Microsoft Office Application of Word 2003 for the purpose of performing business tasks and for providing training for upper-division coursework. The course is self-directed with certification of the appropriate skill level determined by successful completion of the Microsoft Office Specialist Certification Exam in Word 2003. Prereq: Premajor status in the Gatton College of Business and Economics.

### **B&E 103 MICROSOFT OFFICE SPECIALIST – POWERPOINT. (0)**

This course is designed to give students experience with the Microsoft Office Application of PowerPoint 2003 for the purpose of performing business tasks and for providing training for upper-division coursework. The course is self-directed with certification of the appropriate skill level determined by successful completion of the Microsoft Office Specialist Certification in PowerPoint 2003. Prereq: Premajor status in the Gatton College of Business and Economics.

### **B&E 104 MICROSOFT OFFICE SPECIALIST – EXCEL. (0)**

This course is designed to give students experience with the Microsoft Office Application of Excel 2003 for the purpose of performing business tasks and for providing training for upper-division coursework. The course is self-directed with certification of the appropriate skill level determined by successful completion of the Microsoft Office Specialist Certification Exam in Excel 2003. Prereq: Premajor status in the Gatton College of Business and Economics.

### **B&E 120 LEADERSHIP IN THE GLOBAL MARKETPLACE. (1)**

An introductory examination of the skills, competencies, and styles of effective global leaders. Activities include individual assessments and a personal leadership development plan. Prereq: Acceptance in Global Business Leadership certificate program.

### **B&E 122 THE CHALLENGE OF LEADERSHIP. (1)**

Current leadership challenges as discussed by the people who confront them. Students have the opportunity to discuss leadership challenges with guest speakers from the corporate, government and non-profit sectors. Prereq: Acceptance into Global Business Leadership certificate program.

### **B&E 227 LARGER WORLD ISSUES IN BUSINESS. (2)**

A case-based course that explores the nexus between business and the social issues of the day (e.g., poverty, the environment). Student activities include a case competition exercise where they examine a social issue in business and hone their analytical and oral presentation skills. Prereq: Acceptance into Global Business Leadership certificate program.

### **B&E 240 INTER-CULTURAL BUSINESS COMMUNICATION. (3)**

This course is designed to improve students' ability to communicate effectively with people from diverse cultural backgrounds. Prereq: Acceptance into Global Business Leadership certificate program.

### **B&E 300 CAREER DEVELOPMENT IN BUSINESS AND ECONOMICS. (1)**

The course will emphasize the application of analytical, communicative, and critical thinking skills in the development of students' careers. It will address career opportunities, selection of personally appropriate career plans, and job search activities. It will enhance analytical skills through career analysis and company analysis, and enhance written and oral communication skills through their application to job search activities. Prereq: At least 60 hours of earned credit.