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 Exam 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 105 SOFTWARE APPLICATIONS AND TOOLS FOR BUSINESS.  (1)
This course is designed to prepare students to use business-oriented software (word processing, presentation software, and spreadsheets) at a high level of proficiency.

B&E 120 LEADERSHIP IN THE GLOBAL MARKETPLACE.  (3)
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 the Global Scholars 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 221 ACCOUNTING FUNDAMENTALS I.  (2)
Examines the basic principles/concepts which govern the recording/reporting of accounting data. Studies the language of accounting and the accounting cycle. Establishes a framework for understanding how data is transformed into the accounting statements and how these statements are used by decision makers. This course is specifically designed to help prepare prospective MBA students for the economics and business classes and will not satisfy ANY undergraduate degree requirement. Prereq: Acceptance into MBA program, other graduate program or consent of instructor.

B&E 222 ACCOUNTING FUNDAMENTALS II.  (2)
Examines the preparation and use of accounting information for management decision making. Provides an understanding of various traditional and contemporary management accounting techniques used to combine and analyze data within a company. This course is specifically designed to help prepare prospective MBA students for the economics and business classes and will not satisfy ANY undergraduate degree requirement. Prereq: Acceptance into MBA program, other graduate program or consent of instructor.

B&E 223 INTRODUCTION TO THE ECONOMICS OF BUSINESS.  (2)
Provides an introduction to the principles of microeconomics and some key concepts of macroeconomics as they relate and apply to the immediate interests of business managers. Basic tools of economics will be used to study consumer/producer behavior, how markets work, supply and demand interaction, and intra to market structure. This course is specifically designed to help prepare prospective MBA students for the economics and business classes and will not satisfy ANY undergraduate degree requirement. Prereq: Acceptance into MBA program, other graduate program or consent of instructor.
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.

B&E 327 LARGER WORLD ISSUES IN BUSINESS. (3)
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 the Global Scholars program.