

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 105 TECHNOLOGY FOR BUSINESS SOLUTIONS. (1)

This course prepares pre-major students in the Gatton College of Business & Economics to use business software at a high level of proficiency and focuses on Microsoft Excel and Access. Lectures will be supplemented with hands on experiences with business problems. Prereq: ACC 201 and ECO 201, pre-major in the Gatton College of Business & Economics, or consent of instructor.

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 150 BUSINESS CAREER EXPLORATION AND DECISION MAKING. (1)

B&E 150 guides students to explore business majors and career opportunities while addressing their individual decision making style. Students participate in assessment activities designed to enhance their understanding of self, including interests, personality, skills and values – factors that influence choosing an academic major and career pathway. Students explore potential career paths of Gatton majors by participating in exploration activities and utilizing resources provided by the Graham Office of Career Management. Students learn basics for resume and cover letter development, interviewing, professionalism and business etiquette while completing the INTERVIEWready program over the span of the course. By completing this course, students will be better equipped to select internships and enrichment activities that align with their career goals.

B&E 201 INTRODUCTION TO BUSINESS. (3)

This course provides an introductory level understanding of how a business operates and how it is managed. Business concepts and activities that will be covered include business development, management, human resources, marketing, accounting and finance. Prereq: Open to all students except those admitted to the Upper Division of the Gatton College of Business and Economics.

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.

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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.

#B&E 390 SPECIAL TOPICS IN BUSINESS (Subtitle required). (3)

Readings, projects, lecture and/or discussion to illuminate current topics of special interest or concern in business. May be repeated to a maximum of six credits. May not be repeated under the same title. A particular topic may be offered at most three times under the B&E 390 number. Prereq: Varies by topic.

B&E 396 INTERNSHIP SEMINAR. (1-3)

B&E 396 is an on-line seminar course taken by Gatton College business majors in conjunction with any credit-bearing, part-time internship experience during fall, spring, or summer semesters. B&E 396 is also the course credit for full time summer internships. Students work the required hours at the internship site (number of hours to be determined by the number of credit hours being earned and the internship pay status – see Graham Office Internship Guidelines and the Graham Office Pre-Internship Checklist for details) and participate in this four session seminar course. The seminar serves as a means to provide the academic and career development supervision, supplementing the site supervisor's role in monitoring the progress of each intern. The course is designed to provide web-based discussion that provides an opportunity for students to process their internship experience and how it relates to their career goals. The seminar content focuses on professional and career development topics, such as business etiquette, navigating corporate culture, and building a professional network. Seminar content also includes academic major discipline-specific material and applications. By completing this course, students will benefit from a well-rounded professional work experience that is supported by academic and career development resources. Gatton students can earn up to 3 credit hours of experiential education credit per semester, and 6 credit hours total, which count toward their degree requirements for graduation. A student may not earn B&E 396 academic credit for the same internship experience more than one semester. This course must be taken pass/fail.

B&E 397 FULL-TIME INTERNSHIP SEMINAR. (1)

B&E 397 is an on-line seminar course taken by Gatton College business majors in conjunction with any credit-bearing, full-time internship experience during the spring or fall semester. Enrollment in this course constitutes full-time student status. Students work the required hours at the internship site (see Graham Office Internship Guidelines and the Graham Office Pre-Internship Checklist for details) and participate in this four session seminar course. The seminar serves as a means to provide the academic and career development supervision, supplementing the site supervisor's role in monitoring the progress of each intern. The course is designed to provide web-based discussion that provides an opportunity for students to process their internship experience and how it relates to their career goals. The seminar content focuses on professional and career development topics, such as business etiquette, navigating corporate culture, and building a professional network. Seminar content also includes academic major discipline-specific material and applications. By completing this course, students will benefit from a well-rounded professional work experience that is supported by academic and career development resources. Gatton students can earn up to 3 credit hours of experiential education credit per semester, and 6 credit hours total, which count toward their degree requirements for graduation. A student may not earn B&E 397 academic credit for the same internship experience more than one semester. This course must be taken pass/fail.