

Business (BUS)

BUS 142. Intro to Word Processing. 2 Credits.

A class on word processing concepts, terminology, and machine manipulation. Prerequisite: 30 Net WPM on pretest or consent of instructor.

BUS 190. Special Topics. 1-12 Credits.**BUS 192. Independent Study. 1-12 Credits.****BUS 215. Mngrl Plng Not-For-Profit Entr. 3 Credits.**

This course examines the basic managerial planning functions for a Not-For-Profit enterprise. Emphasis is placed on the identification and development of annual organizational activities and the preparation of a working budget for those activities. The course also examines the difference between capital campaigns and fundraising activities. An introduction to writing proposals for both activities is also part of the course as is an introduction to Microsoft Excel as a tool to assist in financial analysis and reporting.

BUS 240. Office Skills. 2 Credits.

Application of procedures in the modern office including office communications technology, filing systems, organizational skills, time management, and professional conduct. The course will also cover a number of clerical operations including calculators, dictaphones/transcription, telephone skills, and reprographics. Prerequisite: BUS 142 or instructor consent.

BUS 291. Special Topic. 1-12 Credits.**BUS 292. Independent Study. 1-12 Credits.****BUS 298. Cooperative Education. 1-12 Credits.**

A planned and supervised work-learning experience in industry, business, government, or community service agencies related to the University program of study. Prerequisites: two semesters of attendance at Montana State University-Northern, approval of advisor, Dean of the College of Technical Sciences, and cooperative education coordinator. Pass/Fail only.

BUS 303. Intro E-Comm & Internet Mktg. 3 Credits.

Students will develop an Internet marketing plan and subsequent Internet marketing tools. Students will conduct market research, photograph products, layout pages, develop customer service strategies, and perform the technical aspects of web catalog production.

BUS 308. Video Editing and Production. 3 Credits.

This course will provide students with a basic foundation in the concepts of video production and editing. Students will tap into your higher level thinking skills by translating an idea into effective video utilizing digital hardware and computer editing software. They will also learn to use video technology to bridge the printed word with visuals. A number of projects will be required including techniques of creating school news broadcasts, video resumes, video yearbooks, and the use of video technology in marketing and promotion. Students will also research equipment that would be needed to equip a school television studio.

BUS 321. Cost Accounting I. 3 Credits.**BUS 345. Marketing Trends. 3 Credits.**

This advanced marketing course builds on the basic marketing course (BUS 335) in that it will teach students to understand how the field of Marketing is changing, and how the impact of this evolutionary process will change the practice of marketing on a daily basis. The focus of the class will be to understand and apply new concepts, ideas and technologies to the world of business in the 21st century.

BUS 348. Business Communications. 3 Credits.

This course presents a comprehensive view of the scope and importance of communications for business, emphasizing the composition of letters and memos typically utilized by business, sales and claims correspondence, and special situation letters. Employment applications and resume writing will be reviewed. Preparation of business reports and proposals, along with oral, multimedia presentations covering a wide range of business situations, is also included. Prerequisites: completion of fundamental skills English and speech requirements.

BUS 360. Project Management. 3 Credits.

This course will teach students the essential skills they need to make effective contributions to projects in which they are involved. Thinking critically about project management principles and applying them within the context of the real world is stressed. Project management software programs will be evaluated and utilized by students.

BUS 391. Special Topic. 1-12 Credits.**BUS 392. Independent Study. 1-12 Credits.****BUS 399. Independent Study. 1-12 Credits.****BUS 406. Management Information Systems. 3 Credits.**

Concepts of MIS from a user's perspective. Explores the questions of analysis design, selection and implementation of MIS. How do I use information as a manager? How do I organize the MIS department's information in a form I can use and understand (methods and procedures)? This is a non-technical course which includes forecasting PERT/CPM, inventory models, and written and oral communications. Prerequisites: CAPP 120 or CAPP 151 and BGEN 253.

BUS 430. Senior Project. 3,6 Credits.

The student will work on an approved project, under the supervision of a faculty member. The project will include goals and objectives appropriate to a senior-level course, and must include some device for evaluating completion of those goals. Development, approval and evaluation of the project will be done by a panel of three business faculty. May be repeated for credit. Prerequisite: Senior standing.

BUS 440. Internship. 3-12 Credits.

A planned and supervised work-learning experience extending the student's learning experience in industry, business, government or community service agencies related to the University program of study. The internship is an alternative to cooperative education, and will only be used in situations where the employer is unable to pay for the student's employment. Prerequisite: see section on cooperative education in this catalog.

BUS 455. Managing Not-For-Profit Org. 3 Credits.

This course introduces students to not-for-profit management. It provides students with a historical and contemporary understanding of the creation and changing structure of not-for-profit organizations and the not-for-profit sector including factors that impact on individual clients, staff and the larger community. It includes an exploration of classical organizational theory as well as current management practices as they relate to not-for-profit organizations.

BUS 490. Special Topics. 1-12 Credits.

BUS 492. Independent Study. 1-12 Credits.

BUS 498. Cooperative Education. 1-12 Credits.

A planned and supervised work-learning experience extending the student's learning experience in industry, business, government or community service agencies related to the University program of study. Prerequisites: Cooperative Education 298 or Junior standing and approval of advisor, Dean of the College of Technical Sciences, and cooperative education coordinator. Pass/Fail only.

BUS 499. Independent Study. 1-12 Credits.

BUS 590. Spec Topic. 1-12 Credits.

BUS 1390. Con Ed. 1-12 Credits.

BUS 1590. Con Ed. 1-12 Credits.