

Prefix	Number	Gerta	Course Title	BSC	LRSC	NDSCS	WSC	DCB	DSU	MASU	MISU	UND	VCSU	CCCC	FBCC	UTTC
BADM	222		Women in Management				2									
BADM	224		E-Commerce					3			3					
BADM	240		Sales	3	3	3	2	3								3
BADM	241		Sales Management	3	3	3										
BADM	242		Telesales													
BADM	251		Personal Finance			3					3	3				
BADM	260		Principles of Retailing	3	3	3	3	3								
BADM	265		Digital Marketing		3											
BADM	269		Business Ethics				3									
BADM	270		Small Business Management			3	2									
BADM	272		Process Improvement			3										
BADM	274		Project Management	3		3										
BADM	275		Scientific Methods I			3										
BADM	276		Scientific Methods II			3										
BADM	281		Organizational Behavior	3		3										
BADM	282		Human Resources Management	3		3										3
BOTE	102		Keyboarding I	3	3		2		1		3	1	2	2	3	3

BADM 103 Leadership Techniques

The development of occupational knowledge and skills through activities that may include seminars, field trips, public service and work experience. Individual and group meetings are held to plan and monitor each student's assigned activities.

BADM 201/301 Principles of Marketing**BADM 202/302 Principles of Management****BADM 203 Leadership Techniques**

The development of occupational knowledge and skills through activities that may include seminars, field trips, public service and work experience. Individual and group meetings are held to plan and monitor each student's assigned activities.

BADM 204 Fundamentals of Buying

This course involves the emphasis of understanding the responsibility of the buyer to the contribution of company profits through day-to-day merchandising decisions and open mindedness toward new merchandise ideas that may present profit potential.

BADM 210 Advertising I**BADM 211 Advertising II****BADM 213 Public Relations**

Basic public relations; both internal and external. The why, what, how of public relations and marketing as it relates to business; special emphasis placed on crisis management.

BADM 214 Entertainment Marketing

Course is designed to include an exploration of the effective marketing and promotion of sports, entertainment, travel and tourism products. Discussion topics include: promotion, endorsements, sales, campaigns and marketing.

BADM 216 Visual Merchandising

Principles of window and interior display and design, card copy and layout, color and arrangement. This course also deals with the basic store plan including layout, fixtures, lighting plans, and merchandise presentation.

BADM 217 Promotion and Advertising

This is a study of the integrative role of the use of promotion to inform, persuade, or remind consumers of the business or organization. This includes a discussion on how to utilize the elements of promotion (advertising, publicity, sales promotion, personal selling) in a coordinated way to meet organizational objectives. Students will develop and present an advertising/promotional campaign for a product or business as a culminating course activity.

BADM 222 Women in Management

Fundamentals of management as perceived by women; special emphasis on the psychology of being, working with or working for a woman manager, overcoming stereotyping, job discrimination, dual career family, sexual harassment.

BADM 224 E-Commerce

Course is designed to provide an overview of electronic business topics such as: a review of current applications of electronic businesses, site design, security issues and marketing considerations.

BADM 240 Sales**BADM 241 Sales Management**

Professional sales management integrates sales and marketing management. Emphasis is on relationship selling, which seeks to establish long-run partnerships with customers based on trust, quality and mutual respect. More attention is given to industrial sales than to consumer sales, selling products and services to businesses. This includes planning and organizing the sales force, estimating the market potential and developing, directing, motivating and leading the sales force, as well as consideration of controlling and evaluating sales performance.

BADM 242 Telesales

The course covers the skills and knowledge necessary for success in telemarketing sales, primarily business to business selling, to include sale of product, services, appointment and lead generation. An automated data base management telemarketing software system is used to implement telemarketing projects with an emphasis on supervisory techniques needed for a telemarketing center is also included.

BADM 251 Personal Finance**BADM 260 Principles of Retailing****BADM 262 Retail Management****BADM 269 Business Ethics**

This course will examine the framework for understanding ethical decision making and social responsibility as it applies to the business world.

BADM 270 Small Business Management**BADM 272 Process Improvement**

This course is based on the Plan-Do-Check-Act (PDCA) Cycle and is supported with a set of tools. It attempts to provide information in the improvement of processes in a less technical fashion than designed experiments. In cases where experiments are not necessary, simpler tools may provide enough process information to indicate process improvement. This course uses process flowcharts and variance analysis tools to identify complexity and non-value-added steps, and seek to eliminate, reduce, combine, or simplify the main three areas of irrationality, inconsistency, and waste.

BADM 274 Project Management

Students use the tools and techniques to organize, plan, implement, manage, and evaluate short and long-term projects.

Students identify developing indices and trends and learn how to handle them correctly, This course provides beginning-level practice in applying project management concepts and tools in practical exercises.

BADM 275 Scientific Methods I

This course introduces students to team problem-solving methods and provides an introduction to tools for problem solving. When problems arise in a process within an organization, students will learn to analyze the situation to solve the problem rather than treat the symptoms of the problem. During this course, the Seven Planning and Management Tools as well as the Plan-Do-Check-Act (PDCA) Cycle will be applied during activities and exercises.

BADM 276 Scientific Methods II

This course is actually a two-part course that builds off of the foundation of scientific methodology set in Scientific Methods I. First, a use of Statistical Process Control (SPC) measures in problem solving are required of students in exercises. Second, a look at Hoshin Planning allows students the opportunity to use strategic planning and identify action for development of plans in organizations. Prerequisite: BADM 275.

BADM 281 Organizational Behavior

BADM 282 Human Resources Management

A course that is a survey of human resource management, including job analysis, recruitment, selection, performance appraisal, compensation, training and labor relations. The impact of environmental influences such as legislation, court decisions and unions on human resource activities are addressed.

BOTE 102 Keyboarding I

Basic instruction and practice in using the alphanumeric keyboard. Emphasis on proper fingering for touch operation of the keyboard, development of speed and accuracy, and exploration of business document formatting.

BOTE 108 Business Math

Review of mathematical fundamentals with emphasis on business applications and problem solving.

BOTE 111 Introduction to Business Proofreading and Formatting

This course presents the business guidelines for formatting documents such as interoffice memorandums, letters and reports with heavy emphasis on English grammar. Spelling, number expression, punctuation, parts of speech, sentence structure, vocabulary, word usage, and proofreading will be mastered as pre-transcription requirements. 9-week session.

BOTE 112 Transcription & Editing

This course expands skills learned in transcription III. Students will apply English and formatting guidelines mastered in the introductory course to produce acceptable copy while transcribing recorded business documents. Prerequisite: BOTE 111.

BOTE 116 Student Leadership Practicum

Provides students opportunity to develop leadership and professional networking skills through active participation in professional business student organizations.

BOTE 121 Business English

A course in business English grammar fundamentals which assist the college students in fulfilling a prerequisite for successful communication: a high degree of skill pertaining to the principles of grammar, usage, and basic sentence structure.

BOTE 122 Business English

A course in business English pertaining to a high degree of skill in sentence structure, punctuation, number style, spelling, word division, word usage, proofreading and editing. This theory is applied in transcribing business letters and memos. Prerequisite: keyboarding class or equivalent.

BOTE 127 Information Processing

Introductory computer course covering terminology and concepts of computer use as well as software applications including word processing, database, spreadsheet, and Internet use.

BOTE 131 Related Learnings**BOTE 132 Related Learnings****BOTE 134 Medical Disorders**

This course provides the student with a basic understanding of human diseases and appropriate interventions. Content includes statistics, risk factors, signs and symptoms, diagnostic studies, and treatments specific to each disease/disorder.

BOTE 136 Medical Assisting Clinical Procedures

This course has been designed to introduce the student to the duties and responsibilities of medical assistants in clinical practice. Course content includes data collection and documentation, legal issues, physical exams, laboratory and other diagnostic studies, treatment modalities, emergencies, vital signs, and infection control.

BOTE 138 Medical Coding I

This course teaches the basic skills needed for medical coding. Emphasis is on CPT coding with practical application. (Fall) Prerequisites: BOTE 171, BOTE 134.

BOTE 139 Medical Coding II

This course teaches the basic skills needed for medical coding. An overview of ICD-9-CM coding and reimbursements issues. (Spring) Prerequisites: BOTE 171, BOTE 134.

BOTE 146 Word Processing I

This course contains the first three units of the word processing course. It offers the student an introduction to the latest version of the word processing program currently being taught. It covers basic formatting of the characters, lines, pages, and documents for a variety of business and educational purposes. 9-week session.

BOTE 147 Word Processing

Use of current word processing software to create professional business documents including letters, memos, reports, tables, forms, brochures, and graphic aids. Advanced features in printing, macros, and merging also practiced.

BOTE 148 Keyboard Speedbuilding

Complete drill work, development of increased speed and accuracy, timed writings of straight and rough draft copy, improvement of keyboarding techniques, introduction to letter and memo writing, tabulation techniques, and manuscript preparation.

BOTE 150 Speedwriting

Designed to give the business student a shortcut method of taking office style dictation, recording minutes of meetings, and taking telephone messages.

BOTE 152 Keyboarding II

Development of speed and accuracy in keyboarding straight copy and production activities. Emphasis placed on formatting and keying various business documents including memos, letters, reports, and tables from straight copy, rough drafts, and unarranged material.

BOTE 166 Laboratory Procedures

A comprehensive study of laboratory tests and procedures by body system; radiology procedures; pathology procedures.

BOTE 169 Medical Terminology I

Introduction to prefixes, suffixes, and root words of medical terms and their meaning, spelling, and pronunciation, with emphasis on building a working medical vocabulary based on body systems. Anatomy and physiology of the major organs, pathological conditions, laboratory studies, clinical procedures, and abbreviations are studied for each body system.

BOTE 172 Medical Terminology III

Continued study of medical terminology related to pathology, diagnostic, surgical, clinical and laboratory procedures, and common abbreviations and acronyms by body systems. Prerequisite: BOTE 169, BOTE 170.

BOTE 188 Computerized Accounting**BOTE 202 Keyboarding III**

Advanced skill development in business document production and straight copy speed and accuracy.

BOTE 209/309 Office Management

Introduction of office management concepts and technology, including office facilities development, office systems, human relations, office ethics and etiquette, and various administrative duties and responsibilities.

BOTE 214/314 Business Reports & Communications

BOTE 217/317 Records Management

Study of the systematic control of business records manual and electronic applications. Records creation, distribution, utilization, retention, storage, protection, preservation, and final disposition are discussed.

BOTE 218/318 Desktop Publishing

Software application course providing students skills in electronic layout, editing, and production of documents.

BOTE 219 Records Management

Training in the development of skills in preparation, storage, and retrieval of records using the ARMA simplified filing rules. Filing rules covered will include: numeric, alphabetic, subject and geographical filing rules. This course will utilize hands on work with both manual filing and computer software.

BOTE 220 Fundamentals of Medical Transcription

Basic theory of medical documents is covered. This includes formatting, spelling, number expression, punctuation, English grammar, and proofreading. Introduction to applied transcription. Prerequisite: Minimum typing speed of 35 corrected wpm; concurrent enrollment or prior completion of Medical Terminology, Anatomy and Physiology, and Pharmacology.

BOTE 222 Medical Transcription

A course in medical keyboarding and transcription of pre-recorded medical dictation.

BOTE 223 Medical Transcription II

Transcription of authentic physician-dictated reports organized by medical specialty. Emphasis on development of accuracy, speed, and medical knowledge for transcription of history and physical examination reports, consultations, emergency room reports, discharge summaries, operative reports, laboratory reports, diagnostic studies, radiology and pathology reports. Using reference materials and other resources efficiently. Application of editing and proofreading techniques, grammar and punctuation. Prerequisite: BOTE 220, 221.

BOTE 224 Applied Medical Transcription III

Continued emphasis on development of accuracy, speed, and medical knowledge for transcription of history and physical examination reports, consultations, emergency room reports, discharge summaries, operative reports, laboratory reports,

diagnostic studies, radiology and pathology reports. Using reference materials and other resources efficiently. Application of editing and proofreading techniques, grammar and punctuation. Prerequisite: BOTE 220, 221, 223.

BOTE 231 Related Learnings

BOTE 232 Related Learnings

BOTE 245 Advanced Word Processing

BOTE 247/347 Spreadsheets Applications

Intermediate and advanced use of application software for creation of spreadsheets, graphs, databases, and macros. Integration with other software applications is also reviewed.

BOTE 251 Legal Transcription

A laboratory course in legal keyboarding and transcription of pre-recorded legal dictation.

BOTE 252 Legal Documentation

This course provides students with hands-on application of common legal documents such as a summons, complaint, subpoena, affidavit, certificate of service, warranty deed, mortgage, will, healthcare power of attorney, etc.

BOTE 253 Legal Office Procedures

BOTE 254 Legal Keyboarding

BOTE 255 Legal Office Procedures

Specialized program for the legal secretarial profession. Emphasis on development of confidence in interpersonal relations, office set up, ethics, typical law office procedures and techniques. Students are also introduced to basic research procedures, the courts, and litigation procedures.

BOTE 256 The Legal System

An introduction to the federal and state court systems, functions and ethics of personnel in the law office and legal system, and the historical development and nature of the law. Other topics include family law, civil law, criminal law, and legal research. Prerequisite: Grade "C" or above in BOTE 255 for Legal Administrative Assistant students only.

BOTE 257 Database Management**BOTE 270 Integrated Business Systems & Technologies**

A study of technologies used in today's offices and the integration and merging of functions in office systems.

BOTE 275/375 Administrative Office Procedures

A course emphasizing duties, responsibilities and personal qualities of office personnel in today's automated office. Use of advanced computer applications and related office technologies are included.

BOTE 277 Medical Office Procedures

Provides office management skills and techniques for managing a physician's office. Includes medical correspondence, filing, insurance, and medical coding procedures.

BOTE 279 Introduction to Medical Records

An introduction to the requirements for the care and use of medical records. The role of the administrative assistant and the relationship to the medical records department is examined.

BOTE/AH 171 Medical Terminology

Study of prefixes, suffixes, and root words of medical terms and their meaning, spelling, and pronunciation. Emphasis on building a working medical vocabulary based on body systems. BOTE 171 is the same course as AH 171.

BUSN 120 Fundamentals of Business

BUSN 140 Insurance

Introduces the student to the theory of insurance risk, hazards and perils and how companies are formed and also the relation of self-insurance and the law of large numbers. All basic insurance lines are covered. Approved pre-license course in North Dakota and Minnesota.

BUSN 170 Entrepreneurship**BUSN 250 Principles of Real Estate**

Pre-requisite – none. General introduction to Real Estate as a business and as a profession that is designed to acquaint the student with the wide range of subjects and terminology necessary to the practice of Real Estate. This introductory course in fundamentals will include the nature of Real Estate and ownership, principles and concepts of title transfer , title insurance, Real Estate Marketing, financing, leasing, taxation, insurance, development, appraising, ethics, and state license law.

BUSN 253 Banking

A study of banking principles including banking terminology, documents, check processing, deposit functions, loan processing, investments, and bank accounting systems. Bank services, customer relations and the bank's role in the community are also included.

BUSN 254 Financial Statement Analysis

A course that interprets and analyzes accounting data and examines financial statements. Cash flow, ration analysis and trend analysis are also studied.

BUSN 260 Business Law

Business in the legal environment is the study of the principles of law encountered in business. Topics covered include the judicial system, law of contracts, torts, property and bailments, sales and commercial paper.

*This course may not transfer as equivalent for any major requirements.

BUSN 282 Professional Development

BUSN 285 Small Business Management Experiential Learning

The experiential learning course captures the very essence of starting a business. The Small Business Management learner will visit federal, state and private offices that pertain to business licensing and requirements of the new entrepreneur. Throughout the process the learner will develop a guide to use in the startup of a small business with materials collected at each office visited.

BVED 180 Introduction to Computer Information Systems

This course provides an introduction to word processing, spreadsheet, database, and operating system software. Additional topics include: history, ethics, uses of computers in society, and emerging applications for computers.

BVED 217 Fundamentals of Management Information

An introduction to management information systems, local area networks, microcomputer applications in business, systems analysis and design, office automation, and telecommunications.

The following individuals are leaders for this discipline. Those marked with an asterisk (*) are chairs.

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