

# COURSES

## BUSINESS

### BMGT 1301 SUPERVISION

3 lec (3 Cr.) The role of the supervisor. Includes managerial functions as applied to leadership, counseling, motivation, and human relation skills.

Credits

3

Distribution

BMGT

Course Fee

Internet course fee (if applicable): \$43

### BMGT 1327 PRINCIPLES OF MANAGEMENT

3 lec (3 Cr.) Concepts, terminology, principles, theories, and issues in the field of management.

Credits

3

Distribution

BMGT

Course Fee

Internet course fee (if applicable): \$43

### BMGT 1368 PRACTICUM - BUS ADMIN & MANAGEMENT

21 external learning experience (3 Cr.) Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Credits

3

Distribution

BMGT

### BMGT 1369 PRACTICUM-BUS ADM & MGMT

21 external learning experience (3 Cr.) Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Credits

3

Distribution

BMGT

### BMGT 2309 LEADERSHIP

3 lec (3 Cr.) Leadership and its relationship to management. Prepares the student with leadership and communication skills needed to motivate and identify leadership styles.

Credits

3

Distribution

BMGT

Course Fee

Internet course fee (if applicable): \$43

### BMGT 2311 CHANGE MANAGEMENT

3 lec (3 Cr.) Knowledge, skills, and tools that enable a leader/organization to facilitate change in a pro-active, participative style.

Credits

3

Distribution  
BMGT

Offered  
Spring Only

Course Fee  
Internet fee (if applicable): \$43

## BMGT 2341 STRATEGIC MANAGEMENT

3 lec (3 cr) A study of the strategic management process, including analysis of how organizations develop and implement a strategy for achieving organizational objectives in a changing environment.

Credits  
3

Distribution  
BMGT

Course Fee  
Internet fee (if applicable) \$43

## BMGT 2368 PRACTICUM-BUS ADM & MANAGEMENT

21 external learning experience (3 Cr.) Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Credits  
3

Distribution  
BMGT

Offered  
Spring Only

## BUSG 1341 SMALL BUSINESS FINANCING

3 lec (3 Cr.) Financial structure of a small business. Includes business financing, budgeting, record keeping, taxation, insurance, and banking.

Credits  
3

Distribution  
BMGT

Course Fee  
Internet course fee (if applicable): \$43

## BUSG 2309 SMALL BUSINESS MANAGEMENT/ENTREPRENEURSHIP

3 lec (3 Cr.) A course on how to start and operate a small business. Topics include facts about small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues.

Credits  
3

Distribution  
BMGT

Course Fee  
Internet course fee (if applicable): \$43

## BUSG 2366 PRACTICUM - BUSINESS/COMMERCE GENERAL

21 external learning experience (3 Cr.) Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Credits  
3

Distribution  
BUSI

## BUSG 2367 PRACTICUM BUSINESS/COMMERCE GENERAL

21 external learning experience (3 Cr.) Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Credits

3

Distribution

BUSI

## BUSI 1301 BUSINESS PRINCIPLES

3 lec (3 Cr.) This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business management and leadership functions, organizational considerations, and decision-making processes. Financial topics are introduced including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasizes the dynamic role of business in everyday life.

Credits

3

Distribution

BUSI

Course Fee

Internet course fee (if applicable): \$43

## BUSI 1307 PERSONAL FINANCE

3 lec (3 Cr.) Personal and family accounts, budgets and budgetary control, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting or home ownership, and wills and trust plans. NOTE: This course is not part of the business field of study and may not transfer toward a degree in business.

Credits

3

Distribution

BUSI

Course Fee

Internet course fee (if applicable): \$43

## BUSI 2301 BUSINESS LAW

3 lec (3 Cr.) This course provides the student with foundational information about the U.S. legal system and dispute resolution and their impact on business. The major content areas will include general principles of law, the relationship of business and the U.S. Constitution, state and federal legal systems, the relationships between law and ethics, contracts, sales, torts, agency law, intellectual property, and business law in the global context.

Credits

3

Distribution

BUSI

Course Fee

Internet course fee (if applicable): \$43

## BUSI 2305 BUSINESS STATISTICS

Descriptive and inferential statistical techniques for business and economic decision-making. Topics include the collection, description, analysis, and summarization of data; probability; discrete and continuous random variables; the binomial and normal distributions; sampling distributions; tests of hypotheses; estimation and confidence intervals; linear regression; and correlation analysis. Statistical software is used to analyze data throughout the course. (BUSI 2305 is included in the Business Field of Study.)

Prerequisite

MATH 1314 or MATH 1324; BCIS 1305

Distribution

BUSI

Course Fee

Internet course fee (if applicable) \$43

## CHEF 1305 SANITATION & SAFETY

3 lec (3 cr) A study of personal cleanliness; sanitary practices in food preparation; causes, investigation, control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards.

Distribution

CHEF

Offered

Fall

Course Fee

Internet course fee (if applicable) \$43

## HAMG 1313 FRONT OFFICE PROCEDURES

3 lec (3 cr) Functions of front office operations as they relate to customer service. Includes a study of front office interactions with other departments in the lodging operation.

Distribution

Business

Course Fee

Internet course fee (if applicable) \$43

## HAMG 1321 INTRO TO HOSPITALITY INDUSTRY

3 lec (3 cr) Introduction to the elements of the hospitality industry. The student will explain the elements of the hospitality industry; discuss current issues facing food service; discuss current guest needs; and explain general hotel/motel operations. The student will explain and discuss the role of service in the hospitality industry.

Credits

3

Distribution

Hospitality

Course Fee

Internet course fee (if applicable) \$43

## HAMG 1324 HOSPITALITY HUMAN RESOURCE MANAGEMENT

3 lec (3 cr) A study of the principles and procedures of managing people in the hospitality workplace.

Credits

3

Distribution

Hospitality

Course Fee

Internet course fee (if applicable) \$43

## HAMG 1340 HOSPITALITY LEGAL ISSUES

3 lec (3 cr) A course in the legal and regulatory requirements that impact the hospitality industry. Topics include Occupational Safety and Health Administration (OSHA), labor regulations, tax laws, tip reporting, franchise regulations, and product liability laws. The student will explain the basic legal principles governing the hospitality industry; describe guest relationships; list and explain the various laws governing the hospitality industry; and explain the legal environment in which hotels and restaurants must exist.

Credits

3

Distribution

Hospitality

Course Fee

Internet course fee (if applicable) \$43

## HAMG 1342 GUEST ROOM MANAGEMENT

3 lec (3 cr) A study of the working relationship among housekeeping, front office, and maintenance in the lodging industry.

Distribution  
HAMG

Course Fee  
Internet course fee (if applicable) \$43

## **HAMG 2307 HOSPITALITY MARKETING AND SALES**

3 lec (3 cr) Identification of the core principles of marketing and their impact on the hospitality industry.

Distribution  
HAMG

Course Fee  
Internet course fee (if applicable) \$43

## **HAMG 2332 HOSPITALITY FINANCIAL MANAGEMENT**

3 lec (3 cr) Methods and application of financial management within the hospitality industry. Primary emphasis on sales accountability, internal controls, and report analysis.

Distribution  
HAMG

## **HAMG 2337 HOSPITALITY FACILITIES MANAGEMENT**

3 lec (3 cr) Identification of building systems, facilities management, security and safety procedures.

Distribution  
HAMG

Course Fee  
Internet course fee (if applicable) \$43

## **HAMG 2388 INTERNSHIP (HOSPITALITY ADMIN/MGMT., GENERAL)**

(3 SCH) A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Students enrolled must perform and apply various hospitality and/or management duties in the field. The student's internship objectives and project will be established by the instructor and employer supervisor. This may be a paid or unpaid experience. The student is required to attend one-hour classroom instruction weekly. Final report and exit exam are required. The internship course is a capstone course and required for program completion. Prerequisite(s): Program Coordinator approval. External Hours: 15 per week

Distribution  
HAMG

Course Fee  
Internet course fee (if applicable) \$43

## **HRPO 2301 HUMAN RESOURCES MANAGEMENT**

3 lec (3 Cr.) Behavioral and legal approaches to the management of human resources in organizations.

Credits  
3

Distribution  
BMGT

Course Fee  
Internet course fee (if applicable): \$43

## **HRPO 2307 ORGANIZATIONAL BEHAVIOR**

3 lec (3 Cr.) The analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts, and the integration of interdisciplinary concepts from the behavioral sciences.

Credits  
3

Distribution  
BMGT

Course Fee  
Internet course fee (if applicable): \$43

## MRKG 1291 SPECIAL TOPICS IN BUSINESS MARKETING AND MARKETING MANAGEMENT

2 lec (2 Cr.) Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

Credits

2

Course Fee

Internet course fee (if applicable): \$43

## MRKG 1301 CUSTOMER RELATIONSHIP MANAGEMENT

3 lec (3 Cr.) General principles of customer's relationship management including skills, knowledge, attitudes, and behaviors.

Credits

3

Distribution

BUSI

Course Fee

Internet course fee (if applicable): \$43

## MRKG 1311 PRINCIPLES OF MARKETING

3 lec (3 Cr.) Introduction to the marketing mix, functions, and process. Includes identification of consumer and organizational needs and explanation of environmental issues.

Credits

3

Distribution

BMGT

Course Fee

Internet course fee (if applicable): \$43

## MRKG 2312 E-COMMERCE MARKETING

3 lec (3 Cr.) Explore electronic tools utilized in marketing; focus on marketing communications in developing customer relationships.

Credits

3

## RSTO 1325 PURCHASING FOR HOSPITALITY OPERATIONS

3 lec (3 cr) Study of purchasing and inventory management of foods and other supplies to include development of purchase specifications, determination of order quantities, formal and informal price comparisons, proper receiving procedures, storage management, and issue procedures. Emphasis on product cost analysis, yields, pricing formulas, controls, and record keeping at each stage of the purchasing cycle.

Distribution

RSTO

Course Fee

Internet course fee (if applicable) \$43

Navarro College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees. Navarro College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Navarro College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).