NorthWest Arkansas Community College
Business and Computer Information Courses

BUTR 1023 BUSINESS FOUNDATIONS

Catalog Description:

The Business Foundations course presents and integrated view of business organizations by studying the business processes that are common to most businesses. This includes the acquisition of capital and human resources, purchasing, production and sales. The Business Foundations course will utilize a business simulation model where students will enter various business decisions into a model company and review the results of those decisions.

Prerequisite:

COMM 1313 with a grade of "C" or better and computer competency are required.

Credit Hours/Contract hours/Load Hours:

3/3/3

Target Audience & Transfer:

This will transfer for credit to the University of Arkansas Business Administration degree. This course is not designed as a transfer course to other four year institutions. Successful completion of this course should prepare students to continue in the program of study required for the Business Administration degree.

General Course Objectives:

Knowledge:

1. Explain the basics of what is involved in running a typical business as well as basic decisions that must be made.
2. Explain how various functional areas of a business contribute to the formulation of business decisions.

Critical Thinking:

1. Be able to analyze financial data and interpret financial ratios.
2. Describe the nature of the information system that is required to support business decisions.
3. Deliver effective, concise oral presentations which summarize business performance and future plans.

Academic Skills:

1. Use basic math skills to be able to calculate standard ratios
2. Use and apply common business- related technology.

Cultural Awareness:

1. Effectively work in teams with persons from various backgrounds and experiences.

Required Text(s):

Business Foundations, McDaniel, Gitman, Ingram
Southwestern-Thomson Custom Publishing

Team Member Guide,
Management Simulations, Inc.

Topics:

I. Accounting and Organizations
II. Business Activities
III. Measuring Revenues and Expenses
IV. Reporting Earning and Financial Position
V. Reporting Cash Flow
VI. Full and Fair Disclosure
VII. Computerize Accounting Systems
VIII. Understanding Customers and Creating Good and Services
IX. Financial Management
X. Managing Human Resources
XI. Information Systems in Organizations
XII. E-Commerce and Transaction Processing

Required Methods of Instruction:

Lecture, Problem Solving, Team work, simulation performance

Required Methods of Assessment:

Exams that include both vocabulary and problem solving. Oral presentations, simulation performance evaluation. Comprehensive final exam.