

# GENERAL BUSINESS (GNBPT)

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## Courses

### GNBPT-096 BASIC READING 3 Credits

A one-semester, pre-program level course designed to enhance the reading skills of learners, and promote reading as the essential building block for future learning.

### GNBPT-097 BASIC ENGLISH 3 Credits

Prepares students for success in other Business Technology & Service English classes. Test scores and/or recommendation of faculty will determine course placement. The primary focus will be on sentence structure.

### GNBPT-100 KEYBOARDING 1 Credit

Build basic keyboarding and ten-key speed and accuracy using the proper techniques.

### GNBPT-101 BASIC ACCOUNTING 3 Credits

This course is an introduction to accounting procedures for individual proprietorship businesses. Emphasis is on the accounting cycle, double-entry accounting, payroll, and procedures for handling transactions associated with both service and merchandising businesses. Students will practice proper accounting procedures manually and/or on spreadsheet software. It is also helpful to those who want to upgrade business skills for improved employability. Cross-listed with ACCPT-101.

### GNBPT-110 BUSINESS COMPUTER SKILLS 3 Credits

Comprehensive computer course incorporating Windows, Word, Excel, Access, and PowerPoint using practical business and personal applications. Pre-requisite: Student must be able to type 28 wpm or take WRPPT-100.

### GNBPT-112 EXCEL 3 Credits

This course is designed use advanced features of Excel and how they are used in business. Students will develop skills in advanced features, functions, and capabilities of Microsoft Excel as it is used in business. Pre-require: GNBPT-110.

### GNBPT-122 BUSINESS ENGLISH 3 Credits

In this course, students will develop effective language usage with emphasis on correct grammar, punctuation, sentence structure, and the mechanics of writing business communication through the use of online office tools. Pre-requisite: Satisfactory placement score.

### GNBPT-185 BUSINESS COMMUNICATION 3 Credits

Helps students become better writers of letters, memos, and other business documents. Includes principles of the English language, including correct grammar, spelling, punctuation, and word usage. Pre-requisite: ENGL-101 with a grade of C or better.

### GNBPT-190 DIRECTED STUDY IN GENERAL BUSINESS 1-6 Credits

### GNBPT-191 WORKSHOP IN GENERAL BUSINESS 1-6 Credits

### GNBPT-192 SPECIAL TOPICS IN GENERAL BUSINESS 1-6 Credits

### GNBPT-194 INTERNSHIP IN GENERAL BUSINESS 1-12 Credits

### GNBPT-194A INTERNSHIP IN GENERAL BUSINESS I 1-6 Credits

Internship in General Business.

### GNBPT-194B INTERNSHIP IN GENERAL BUSINESS II 1-6 Credits

Continuation of GNBPT 194A as a 100-level internship in General Business.

### GNBPT-194C INTERNSHIP IN GENERAL BUSINESS III 1-6 Credits

Continuation of GNBPT 194B as an intermediate 100-level internship in General Business.

### GNBPT-194D INTERNSHIP IN GENERAL BUSINESS IV 1-6 Credits

Continuation of GNBPT 194C as an intermediate to advanced 100-level internship in General Business.

### GNBPT-200 BUSINESS DOCUMENT PROCESSING 3 Credits

In this course, students will develop proficiency using word processing software to create and format documents according to current business standards. Pre-requisite: Student must be able to type 28 wpm or take GNBPT-100.

### GNBPT-202 FINANCIAL BUSINESS APPLICATIONS 3 Credits

Fundamental arithmetic processes applied to business activities including banking, equations, discounts, payroll, interest, notes, annuities, installment buying, depreciation, inventory, taxes, insurance, stocks, bonds, and business statistics. Pre-requisite: MATH-023, MATH-025, or MTHPT-103, with a grade of 'C' or better, or have satisfactory Math placement scores.

### GNBPT-210 BUSINESS PROFESSIONALS OF AMERICA 1-2 Credits

Enhance professional development of students interested in careers in business. This student organization will focus on leadership skills, parliamentary procedure, interpersonal communication, and occupational skills. Students may participate in business-oriented community and campus projects along with state and national leadership conferences and competition. This course may be repeated for a maximum of 4 credits.

**GNBPT-214 DESKTOP PUBLISHING 3 Credits**

Teaches skills in page layout software to produce professional, high-quality documents containing text, graphics, and scanned images, using various publishing systems. Pre-requisite: GNBPT-110.

**GNBPT-222 BUSINESS EDITING 3 Credits**

Provides training in proofreading as well as realistic practice to apply skill. Increases abilities to spell, punctuate, and use words and numbers correctly. Pre-requisite: GNBPT-185.

**GNBPT-223 PROOFREADING FOR GRAPHIC DESIGN 3 Credits**

Provides training in proofreading in the graphic design and advertising field as well as realistic practice to apply skill. Increases abilities to spell, punctuate, and use words and numbers correctly.

**GNBPT-233 OFFICE PROCEDURES 3 Credits**

Teaches technical office skills (filing, telephone techniques, mailing procedures, etc.). Prepares students to project a professional image.

**GNBPT-235 ADMINISTRATIVE OFFICE MANAGEMENT 3 Credits**

This course is designed to give students the basic principles of office management including the areas of supervising and promoting office personnel, problem solving, decision making, communication, leadership, working in groups and teams.

**GNBPT-245 BUSINESS WRITING 3 Credits**

Development of skills in written communications, emphasis on writing business letters and reports. Pre-requisites: GNBPT-110, GNBPT-122, and two credits of GNBPT-200.

**GNBPT-290 DIRECTED STUDY IN GENERAL BUSINESS 1-6 Credits**

**GNBPT-291 WORKSHOP IN GENERAL BUSINESS 1-6 Credits**

**GNBPT-292 SPECIAL TOPICS IN GENERAL BUSINESS 1-6 Credits**

**GNBPT-294 INTERNSHIP IN GENERAL BUSINESS 1-12 Credits**

**GNBPT-294A INTERNSHIP IN GENERAL BUSINESS I 1-6 Credits**

Internship in General Business.

**GNBPT-294B INTERNSHIP IN GENERAL BUSINESS II 1-6 Credits**

Continuation of GNBPT 294A as a 200-level internship in General Business.

**GNBPT-294C INTERNSHIP IN GENERAL BUSINESS III 1-6 Credits**

Continuation of GNBPT 294B as an intermediate 200-level internship in General Business.

**GNBPT-294D INTERNSHIP IN GENERAL BUSINESS IV 1-6 Credits**

Continuation of GNBPT 294C as an intermediate to advanced 200-level internship in General Business.

**GNBPT-390 DIRECTED STUDY IN GENERAL BUSINESS 1-6 Credits**

**GNBPT-391 WORKSHOP IN GENERAL BUSINESS 1-6 Credits**

**GNBPT-392 SPECIAL TOPICS IN GENERAL BUSINESS 1-6 Credits**

**GNBPT-394 INTERNSHIP IN GENERAL BUSINESS 1-12 Credits**

**GNBPT-394A INTERNSHIP IN GENERAL BUSINESS I 1-6 Credits**

Internship in General Business.

**GNBPT-394B INTERNSHIP IN GENERAL BUSINESS II 1-6 Credits**

Continuation of GNBPT 394A as a 300-level internship in General Business.

**GNBPT-394C INTERNSHIP IN GENERAL BUSINESS III 1-6 Credits**

Continuation of GNBPT 394B as an intermediate 300-level internship in General Business.

**GNBPT-394D INTERNSHIP IN GENERAL BUSINESS IV 1-6 Credits**

Continuation of GNBPT 394C as an intermediate to advanced 300-level internship in General Business.

**GNBPT-490 DIRECTED STUDY IN GENERAL BUSINESS 1-6 Credits**

**GNBPT-491 WORKSHOP IN GENERAL BUSINESS 1-6 Credits**

**GNBPT-492 SPECIAL TOPICS IN GENERAL BUSINESS 1-6 Credits**

**GNBPT-494 INTERNSHIP IN GENERAL BUSINESS 1-12 Credits**

**GNBPT-494A INTERNSHIP IN GENERAL BUSINESS I 1-6 Credits**

Internship in General Business.

**GNBPT-494B INTERNSHIP IN GENERAL BUSINESS II 1-6 Credits**

Continuation of GNBPT 494A as a 400-level internship in General Business.

**GNBPT-494C INTERNSHIP IN GENERAL BUSINESS III 1-6 Credits**

Continuation of GNBPT 494B as an intermediate 400-level internship in General Business.

**GNBPT-494D INTERNSHIP IN GENERAL BUSINESS IV 1-6 Credits**

Continuation of GNBPT 494C as an intermediate to advanced 400-level internship in General Business.