BMGT 110. Introduction to Business
3 Credits (3)
Fundamental concepts and terminology of business including areas such as management, marketing, accounting, economics, personnel, and the global environment in which they operate. May be repeated up to 3 credits. Crosslisted with: BUSA 111. Restricted to Community Colleges campuses only.

BMGT 112. Banks and Your Money
3 Credits (3)
Banking in today’s economy: language and documents of banking, check processing, teller functions, deposit function, trust services, bank bookkeeping, loans, and investments. May be repeated up to 3 credits. Restricted to Community Colleges campuses only.

BMGT 126. Retail Management
3 Credits (3)
Phases of retailing, including types of retail outlets and basic problems of organizing and operating a retail store. Restricted to: Community Colleges only.

BMGT 132. Principles of Selling
3 Credits (3)
Analysis of customer behavior, persuasive communication, process of the sales interview. Restricted to: Community Colleges campuses only.

BMGT 136. Forecasting Business Activity
3 Credits (3)
Course covers the important elements of forecasting all types of business activities including inventory control, revenue forecasts, staffing, and other industry specific activities using metrics and data analysis processes. May be repeated up to 3 credits. Restricted to Community Colleges campuses only.

Prerequisite(s): BMGT 110 or BUSA 111.

BMGT 138. Advertising
3 Credits (3)
Psychological approach to non-personal consumer persuasion; applied techniques in media selection, layout mechanics, production methods, and campaign structures. Restricted to: Community Colleges only.

BMGT 140. Principles of Supervision I
3 Credits (3)
Principles of supervision emphasizing planning, organization, rating of employees and procedures to develop good morale. Introduction to interpretation of case studies. Restricted to: Community Colleges only.

BMGT 150. Income Taxation
3 Credits (3)
Federal income taxation of individuals, sole proprietorships, partnerships, corporations, trusts, and estates with particular reference to CLU, life insurance and annuities. Restricted to: Community Colleges only.

BMGT 155. Special Topics I
1-3 Credits (1-3)
Introductory special topics of lower division level work that provides a variety of timely subjects and content material. May be repeated up to 9 credits. Restricted to Community Colleges campuses only.

BMGT 160. Self-Presentation and Etiquette
3 Credits (3)
Introduction to business etiquette based on tradition, social expectations, and professional behavior standards. Restricted to: Community Colleges only.

BMGT 191. ENACTUS (Students in Free Enterprise)
1 Credit (1)
ENACTUS is an international organization promoting and teaching business entrepreneurship. Students learn teamwork, leadership, and networking skills by participating in regional and national business competitions and community service projects. May be repeated up to 6 credits. Restricted to: BMGT or Pre-Business majors. Restricted to Community Colleges only.

BMGT 201. Work Readiness and Preparation
3 Credits (3)
Instruction in methods of selection, seeking, acquiring and retaining employment. Addresses work success skills, business etiquette, employer expectation and workplace norms. Restricted to Community Colleges campuses only.

BMGT 205. Customer Service in Business
3 Credits (3)
Establishes concepts of service quality in relationship to business success and maximization of returns to the organization. Explores techniques for delivering quality and service in a variety of business settings. Restricted to: Community Colleges only.

BMGT 208. Business Ethics
3 Credits (3)
The course examines the underlying dimensions of ethics in business, investigating ethics in relationship to the organization, the stakeholders, and society. Exploration of ethical issues from a historical context, analyzing actual events through the lens of business decision making, including legal/political, sociocultural, economic, and environmental considerations will be undertaken. Restricted to Community Colleges campuses only.

BMGT 210. Marketing
3 Credits (3)
Survey of modern marketing concepts and practices focusing on the marketing mix: product, pricing, promotion, and distribution strategies. Topics include: the marketing environment, consumer behavior, marketing research, target marketing, and the ethical and social responsibilities of marketers. May be repeated up to 3 credits. Crosslisted with: MKTG 203. Restricted to Community Colleges campuses only.

Prerequisite(s): BMGT 110 or BUSA 111.

BMGT 216. Business Math
3 Credits (3)
Application of basic mathematical procedures to business situations, including percentage formula applications, markup, statement analysis, simple and compound interest, and annuities. Restricted to: Community Colleges only.

Prerequisite(s): CCDM 103 N or satisfactory math score on ACT.

BMGT 221. Internship I
1-3 Credits (1-3)
Work experience that directly relates to a student's major field of study that provides the student an opportunity to explore career paths and apply knowledge and theory learned in the classroom. Internships may be paid or unpaid. Students are supervised/evaluated by both the employer and instructor. May be repeated up to 3 credits. Consent of Instructor required. Restricted to: BMGT majors. S/U Grading (S/U, Audit). Restricted to Community Colleges campuses only.
BMGT 225. Introduction to Commercial Lending  
3 Credits (3)  
Commercial lending overview, the lending process, portfolio management, and regulation and business development. Restricted to: Community Colleges only.  
Prerequisite(s): BMGT 112.

BMGT 231. Legal Issues in Business  
3 Credits (3)  
Survey of the legal environment of business and common legal principles including: the sources of law, dispute resolution and the U.S. court systems, administrative law, tort law, contract law, agency and employment law, business structure and governance, ethics and corporate social responsibility. Explores sources of liability and presents strategies to minimize legal risk. May be repeated up to 3 credits. Restricted to Community Colleges campuses only.

BMGT 232. Personal Finance  
3 Credits (3)  
Budgeting, saving, credit, installment buying, insurance, buying vs. renting a home, income tax statement preparation, investment, and estate disposal through will and trust. Restricted to: Community Colleges only.

BMGT 235. Credit Administration  
3 Credits (3)  
Covers factors influencing and determining loan policy: methods of credit investigation and analysis, credit techniques, credit problems, and types of loans. May be repeated up to 3 credits. Restricted to Community Colleges campuses only.  
Prerequisite(s): BMGT 112.

BMGT 239. Visual Marketing Techniques  
3 Credits (3)  
Provides a basic understanding of visual marketing and merchandising techniques. The importance of effective presentation of a store and its merchandise is covered, as is line, balance and artistic display. Restricted to: Community Colleges only.

BMGT 240. Human Relations  
3 Credits (3)  
Human interactions in business and industrial settings. Motivation and learning experiences as related to problems of the worker and supervisor. Practical applications of human behavior. May be repeated up to 3 credits. Restricted to Community Colleges campuses only.

BMGT 248. Introduction to Quality Management  
3 Credits (3)  
Introductory practices of total quality management practices aimed at all levels of an organization to continually improve performance to include competitiveness in today’s business world. Restricted to: Community Colleges only.

BMGT 250. Diversity in the Workplace  
3 Credits (3)  
Concepts of culture, diversity, prejudice, and discrimination within the domestic workforce/society. Restricted to Community Colleges campuses only.  
Prerequisite(s): BMGT 110 or BUSA 111.

BMGT 260. Real Estate Practice  
3 Credits (3)  
This course is a requirement for licensure in real estate for the state of New Mexico. Topics covered include: real estate finance, settlement, foreclosure, federal taxation, valuation and appraisal, land descriptions and math skills. These topics are requirements of the New Mexico Real Estate Commission. Restricted to: Community Colleges only.

BMGT 264. Real Estate Law  
3 Credits (3)  
This course is a requirement for licensure in real estate for the state of New Mexico. Topics covered include: ownership of real estate, real estate brokerage relationships, contracts, environmental concerns and federal laws that affect real estate. These topics are requirements of the New Mexico Real Estate Commission. Restricted to: Community Colleges only.  
Crosslisted with: PL S 264

BMGT 272. E-Commerce Operations  
3 Credits (3)  
Includes the many forms of e-commerce and emerging technologies that will impact the business of tomorrow. Restricted to Community Colleges campuses only.  
Prerequisite(s): OECS 105 or CS 110 or BCIS 110.

BMGT 275. Entrepreneur I  
3 Credits (3)  
Introduces students to the concept of entrepreneurship and the the process of business startups. May be repeated up to 3 credits. Restricted to Community Colleges campuses only.  
Prerequisite(s): BMGT 110 or BUSA 111.

BMGT 277. Entrepreneurship II - Small Business Management  
3 Credits (3)  
This course is designed to acquaint the student with the opportunities encountered in the management and operations of a small business enterprise. May be repeated up to 3 credits. Restricted to Community Colleges campuses only.  
Prerequisite(s): BMGT 275.

BMGT 280. Introduction to Human Resources  
3 Credits (3)  
Personnel functions encompassing job analysis, recruitment, selection, training, appraisals, discipline, and terminations. Restricted to Community Colleges campuses only.  
Prerequisite(s): BMGT 110 or BUSA 111 or B A 104.

BMGT 282. Introduction to International Business Management  
3 Credits (3)  
Overview of the social, economic and cultural environment of international business transactions. Restricted to Community Colleges only.  
Prerequisite(s): BMGT 110 or BUSA 111.

BMGT 285. Introduction to Manufacturing Operations  
3 Credits (3)  
Introduction to issues related to manufacturing, including an overview of the production function, product design and development, location, layout, forecasting, planning, purchasing, materials/inventory, and quality management. Restricted to Community Colleges campuses only.  
Prerequisite(s): (BMGT 110 or BUSA 111) and (BMGT 140 or MGT 201).

BMGT 286. Introduction to Logistics  
3 Credits (3)  
Overview on the planning, organizing, and controlling of transportation, inventory maintenance, order processing, purchasing, warehousing, materials, handling, packaging, customer service standards, and product scheduling. Restricted to: Community Colleges only.

BMGT 287. Introduction to Export/Import  
3 Credits (3)  
Procedures and documentation for exporting and importing products. Emphasis on NAFTA regulations and other U.S. border operations crossings. Restricted to Community Colleges only.  
Prerequisite(s): BMGT 110 or BUSA 111.
BMGT 290. Applied Business Capstone
3 Credits (3)
Refines skills and validates courses taken in BMGT program. Business simulations, case studies and projects used to test and improve business practices. Student must be within 25 credits of graduation. May be repeated up to 3 credits. Restricted to BMGT majors. Restricted to Community Colleges campuses only.
**Prerequisite(s):** (BMGT 110 or BUSA 111), and (BMGT 140 or MGT 201), and (BMGT 240 or SOC 101 or PSY 201), and MKTG 203 and FIN 206.

BMGT 298. Independent Study
3 Credits (3)
Individual studies directed by consenting faculty with prior approval of department chair. May be repeated up to 6 credits. Restricted to Community Colleges campuses only.
**Prerequisite(s):** Sophomore standing with 3.0 GPA.