BMGT-BUSINESS MANAGEMENT (BMGT)

BMGT 110. Introduction to Business
3 Credits
Terminology and concepts of the business field. Role of accounting, computers, business management, finance, labor, and international business in our society. Restricted to: Community Colleges only.

BMGT 112. Introduction to Money
3 Credits
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
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
Analysis of customer behavior, persuasive communication, process of the sales interview. Restricted to: Community Colleges only.

BMGT 136. Fundamentals of Buying and Merchandising
3 Credits
Covers operational aspects of procuring and selling merchandise for the retail store. Procedures covered are buying, receiving, pricing strategies, sales promotions and operational controls. Restricted to: Community Colleges only.

BMGT 138. Advertising
3 Credits
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
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
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
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
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
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
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
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
Role of marketing in economy, types of markets, product development, distribution channels, pricing, promotion of goods, market research, consumer motivation, and management of marketing process. Restricted to: Community Colleges only.

Prerequisite(s): BMGT 110.

BMGT 212. Supervisory and Leadership Trends
3 Credits
Current trends in marketing, merchandising, sales promotion and management; in manufacturing, merchandising and service types of businesses. Extensive use of practical student project. Restricted to Community Colleges only.

Prerequisite(s): BMGT 110 or BUSA 111.

BMGT 213. Consumer Lending
3 Credits
Principles of credit evaluation, types of credit, marketing, collections, legal aspects, installment lending, leasing management, insurance, and rate structure and yields. Restricted to: Community Colleges only.

Prerequisite(s): BMGT 112.

BMGT 215. Banks and the Money Supply
3 Credits
Practical application of the economics of money and banking. Required of all students electing the banking option. Restricted to: Community Colleges only.
BMGT 216. Business Math
3 Credits
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 103N 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
Commercial lending overview, the lending process, portfolio management, and regulation and business development. Restricted to: Community Colleges only.
Prerequisite(s): BMGT 112.

BMGT 230. Human Relations
3 Credits
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 231. Legal Issues in Business
3 Credits
Application of fundamental legal principles to business transactions. Sources, functions, and objectives of law, including federal and New Mexico court systems and procedures, criminal law, torts, contracts, and sales, and Uniform Commercial Code. Restricted to: Community Colleges only.

BMGT 232. Personal Finance
3 Credits
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
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
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
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
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
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 251. Introduction to Human Resources
3 Credits
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.

BMGT 252. Personnel Administration
3 Credits
Provides a basic understanding of personnel administration. 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 254. Small Business Management
3 Credits
Study of the principles, advantages, and problems of owning or operating a small business. Location, capital, marketing, control, and sales promotion. Restricted to Community Colleges campuses only.
Prerequisite(s): BMGT 110 or BUSA 111.

BMGT 260. Real Estate Law
3 Credits
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 Practice
3 Credits
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 265. Real Estate Broker's Basic Course
3 Credits
State of New Mexico specific criteria that apply to real estate licensure: purchase agreements, listing agreements, New Mexico Rules and Regulations, and landlord tenant legislation. Restricted to: Community Colleges only.
Prerequisite(s): BMGT 260 & BMGT 264.

BMGT 266. Real Estate Broker's Basic Course
3 Credits
State of New Mexico specific criteria that apply to real estate licensure: purchase agreements, listing agreements, New Mexico Rules and Regulations, and landlord tenant legislation. Restricted to: Community Colleges only.
Prerequisite(s): BMGT 260 & BMGT 264.

BMGT 267. E-Commerce Operations
3 Credits
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 268. Real Estate Broker's Basic Course
3 Credits
State of New Mexico specific criteria that apply to real estate licensure: purchase agreements, listing agreements, New Mexico Rules and Regulations, and landlord tenant legislation. Restricted to: Community Colleges only.
Prerequisite(s): BMGT 260 & BMGT 264.

BMGT 269. Small Business Management
3 Credits
Study of the principles, advantages, and problems of owning or operating a small business. Location, capital, marketing, control, and sales promotion. Restricted to Community Colleges campuses only.
Prerequisite(s): BMGT 110 or BUSA 111.

BMGT 272. E-Commerce Operations
3 Credits
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. Small Business Planning
3-4 Credits (3-4)
How to start a small business based on a formal business plan. Includes feasibility study and legal requirements. Restricted to: Community Colleges only.

BMGT 277. Small Business Management
3 Credits
Study of the principles, advantages, and problems of owning or operating a small business. Location, capital, marketing, control, and sales promotion. Restricted to Community Colleges campuses only.
Prerequisite(s): BMGT 110 or BUSA 111.

BMGT 280. Introduction to Human Resources
3 Credits
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 BA 104.
BMGT 282. Introduction to International Business Management
3 Credits
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
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
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
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
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
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.