

# BUSINESS INFORMATION TECHNOLOGY EDUCATION

## CLASS DESCRIPTIONS

### BUSINESS MANAGEMENT & ADMINISTRATION FOUNDATION (BMAC)

#### Administrative & Information Support

**BMAC 001 – Telephone Etiquette** – This one-day seminar instructs the student as to appropriate usage of the phone in an office setting and is required of all BITE students. Instruction includes proper phone answering and message taking. Students are required to Brainbench test in the same area after seminar completion.  
**Prerequisites** – None.

**BMAC 101 – Computing Fundamentals I** – This 9-week class introduces students to basic computer concepts in MS Windows XP. **Prerequisites** – None.

**BMAC 102 – MS Word** – This is a class covers Word fundamentals including formatting, printing, styles, headers, footers and mail merge. **Prerequisites** – None.

**BMAC 103– Office Procedures** – This course introduces basic office protocol including office correspondence and communication, customer service, time management, principles of alphabetic, numeric and electronic filing, business meetings and travel and a financial business overview are covered in this course.  
**Prerequisites** – BMAC 102.

**BMAC 104 – MS Excel** – Spreadsheet fundamentals are covered in this 9-week class. Topics include tables; cell formatting, formulas, charts and graphs.– BMAC 201.

**BMAC 106 – MS Access** – Students learn database fundamentals of tables, records, fields, queries, macros, and switchboards in this 9-week class.  
**Prerequisites** –BMAC 201.

**BMAC 201 – Computing Fundamentals II** – Students build upon concepts learned in BMAC 101 in this 9-week class to include an overview of the MS Office package. **Prerequisites** – BMAC 101.

**BMAC 206 – MS PowerPoint** – This class is a continuation of MS Access I – students learn to use macros, switchboards and are introduced to presentation software. Topics covered include wizards, clip art, sound bites, slide transitions, animations, and timings. Students will also use MS Office Suite to complete integrated projects. **Prerequisites** – BMAC 106.

**BMAC 208 – Cloud Computing** – Learn to use Google drive to store information for sharing and collaborating. OneNote and MovieMaker are also presented.  
**Prerequisites** – none.

**BMAC 302 – Management Technology Applications I** – This course develops the student's skills in the areas of acquiring leadership and decision-making skills, identifying leadership approaches and styles, leading people, conveying and understanding ideas, and developing decision-making and career-management skills. Competencies for this class additionally include developing skills in the areas of administration, interpersonal communication and organization, application of relevant technical and clerical skills and knowledge in the area of finance. **This class also emphasizes the basic procedures, principles, and skills needed to**

**communicate effectively in written and oral form in the workplace.** Outlook basics of composing and sending email, establishing contact lists, scheduling appointments, meetings and recurring events in addition to tasks, journaling and notes are covered in this course. Students create and edit publications, including flyers, newsletters, brochures, emails, letterheads, and business cards using Publisher in this course. Content also includes editing graphics and creating interactive web sites. **Prerequisites** – BMAC 300

**BMAC - 303 – Management Fundamentals II** - This course is a continuation of BMAC 302- Management Fundamentals I. **Prerequisites** – BMAC 302.

**BMAC 304 – Customer Service** – This class focuses on best practices of the help desk professional.

**BMAC 400 – Administration & Information Support Capstone** – Students that complete all requirements for their career major are enrolled in this class by instructor approval only. Class content may include on-the-job training, job shadowing and/or internship. Eligibility requirements apply. Class duration is from 9 to 18 weeks. **Prerequisites** – all classes required for career major.

### **Business Financial Management And Accounting**

**BMAF 100– Business Math Part 1**– In the class students will learn to use the electronic calculator by touch to solve basic math problems. **Prerequisites** – None.

**BMAF 105– Business Math Part 2**– In the class students will learn to calculate depreciation using various methods, review and analyze financial statements and work with business statistics **Prerequisites** – BMAF 100- Business Math Part 1.

**BMAF 200 –Fundamental Accounting I** – This 9-week class is designed to provide the student with the basic accounting knowledge and skills necessary for development and maintenance of a set of books. Students will gain a working knowledge of the accounting cycle; financial statements; and the closing process. **Prerequisites** – BMAF 100.

**BMAF 201 – Fundamental Accounting II** – In this 9-week class students will learn to account for cash control and banking activities, perform introductory accounting for payroll, payroll liabilities and tax record and perform accounting for sales and purchases.

**BMAF 202 – Fundamental Accounting III** – In this 9-week class students will learn to perform accounting for promissory notes, valuation of receivables, inventory and plant and equipment.

**BMAF 203 –Fundamental Accounting IV** – In this 9-week class students will learn to perform accounting for partnerships and corporation and to perform accounting for decision making and manufacturing.

**BMAF 300 –Payroll Accounting I** – In this 9-week class students will learn to perform payroll accounting functions, including: processing new employees, calculating payroll taxed, periodic and year-end payroll reporting.

**BMAF 301 –Payroll Accounting II** – This 9-week class is a continuation of Payroll Accounting I.

**BMAF 400 – QuickBooks I** –In this 9-week class students will be introduced to QuickBooks, the sales process, tracking revenue, managing expenses, bank

reconciliations, generating reports and graphs, company file setup and maintenance, how to customize QuickBooks, and tracking and working with inventory.

**Prerequisites** – BMAF 200

**BMAF 401 – QuickBooks II** – This course is a continuation of QuickBooks I. In this 9-week class students will learn how to work with sales tax, time and billing, payroll setup and processing, estimates, budgeting, forecasting and business planning, and, adjustments and year-end procedures. Students will also complete a simulation to practice entering all transactions for a company in a typical two-month period.

**BMAF 500– Accounting Capstone** - Students that complete all requirements for their career major are enrolled in this class by instructor approval only. Class content may include on-the-job training, job shadowing and/or internship. Eligibility requirements apply. Class duration is from 9 to 18 weeks. **Prerequisites** – all classes required for career major