

Jones County Junior College

Academic Affairs Catalog Addendum 2008-2010

Addendum #008 Real Estate Courses May 20, 2009

Jones County Junior College is making the following corrections and additions for real estate courses for the 2008-2010 college catalog:

- In Course Description Section, page 195, add course descriptions to the Business Administration section to include current courses offered by JCJC: BAD 2713 and BAD 2733
- In Course Description Section, page 195, add course descriptions for new courses to be offered beginning school year 2009-2010: BAD 2723 and BAD 2763
- In order to align with the Uniform Course Numbering System, the following change is needed. In Course Description Section, page 195, rename course BOA 2613 Business Communication to BAD 2813 Administrative Communication. Move this course description from the subsection Business and Office Administration to the subsection Business Administration. Additionally, revise the course description to state, "A study of effective principles and practices of written communications, emphasizing a managerial approach for business and the individual."
- In the Division of Business section, page 77, add two courses under the subsection of Business: BAD 2813 Administrative Communication and BAD 2323 Business Statistics.
- In the Division of Business section, pages 77-84, revise course number and course title in all sections offering BOA 2613 Business Communication. Change to BAD 2813 Administrative Communication.

(printed catalog page 195)

Business Administration

BAD 1113 – Introduction to Business – An examination of various fields of concentration which a student majoring in business may pursue. Attention is given to the business environment, business organization, economics, management, marketing, accounting finance, and other dimensions of business including selecting a business career. Computer lab sessions demonstrate the use of the computer as a business tool. Three semester hours credit.

BAD 1213 – Introduction to International Business – An introduction to international business theory and practices. Emphasis is placed on terminology and the importance of understanding cultural differences. Three semester hours credit.

BAD 2323 – Business Statistics – An introduction to the basic applications of descriptive and inferential statistics. Emphasis is placed on methods of describing, summarizing, and presenting numerical data; central tendency and dispersion; probability; binomial, Poisson, and normal distributions; sampling; estimation; and hypothesis testing. Three semester hours credit.

BAD 2413 – Legal Environment of Business – This course acquaints the student with the fundamental principles of law as they relate to the basic legal problems of business transaction in our economy. Three semester hours credit.

BAD 2533 – Business Management and Microcomputers – Prerequisite: keyboarding or typewriting skills. An introduction to current microcomputer software packages used in business and to the components of an information system to include spreadsheets, database management, word processing, presentation software, Internet applications, and electronic communications. Use of the computer to solve business problems is emphasized. Three semester hours credit.

BAD 2713 – Principles of Real Estate—The course deals with the nature of the real estate market, types of ownership of property, contracts, methods of transfer of title, instruments used in transfers, title closing, financing, property management, insuring, and appraising. Three semester hours credit.

BAD 2723 –Real Estate Law—Designed to give the student a general background in the law of real property and the law of real estate brokerage. Three semester hours credit.

BAD 2733 –Real Estate Finance—A study of principles and methods of financing real estate, sources of funds, types and contents of financing instruments, and the role of various institutions, both private and governmental. Three semester hours credit.

BAD 2763 –Property Management—This course deals with the nature of real property management. The major functions of property managers are covered including the legal, interpersonal, maintenance, accounting, and administrative functions. Specific practices and problems are covered. Three semester hours credit.

BAD 2813—Administrative Communication—A study of effective principles and practices of written communications, emphasizing a managerial approach for business and the individual. Three semester hours credit.

Business and Office Administration

BOA 1413 – Keyboarding – This course is designed to be useful to a broad spectrum of individuals and disciplines. Keyboard mastery; formatting letters and documents; speed and accuracy drills are covered using industry-current software. Students who have not had high school typewriting or keyboarding should enroll in this course. Three semester hours credit.

BOA 2413 – Office Procedures – Prerequisite: BOA 1123 or BOA 2533. A course designed to present essential duties and special techniques necessary for the management of the electronic office emphasizing computerized office administration. Three semester hours credit.

BOA 2533 – Word Processing – Prerequisite: BOA 1413 or high school typewriting/keyboarding. Provides a thorough introduction to word processing using industry-current software with emphasis on production and editing of documents, speed and accuracy. Three semester hours credit.

BOA 2553 – Desktop Publishing – Prerequisite: BOA 2533 or equivalent. This course covers the writing, assembling, and design of publications in a business or editorial office by the use of microcomputers. It includes an introduction to publishing terminology and the production of various documents and publications. Three semester hours credit.

(renamed BOA 2613 Business Communication to BAD 2813)

BOA 2713 – Spreadsheet Applications – Prerequisite: CSC 1113 or BAD 2533. Intermediate through advanced electronic spreadsheet application techniques using the most current software available. Includes advanced features; graphing, consolidating worksheets, analyzing data, using external databases, performing spreadsheet “what-if: analysis, customizing toolbars and menus, using and creating templates. Three semester hours credit.

(printed catalog page 77)

(Pre-Accounting and Pre-Business Administration Programs

Accounting, Banking and Finance, Economics, Business Administration, Insurance, Marketing, Real Estate)

Business (18 hours)

ACC1213 Principles of Accounting I*	3
ACC1223 Principles of Accounting II	3
BAD1113 Introduction to Business*	3
BAD2323 Business Statistics	3
BAD2413 Legal Environment of Business*	3
BAD2813 Administrative Communication	3
ECO2113 Economics I *	3
ECO2123 Economics II	3

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(Pre-Business Technology Education)

Business (21 hours)

ACC1213 Principles of Accounting I*	3
ACC1223 Principles of Accounting II	3
BAD1113 Introduction to Business*	3
BAD2413 Legal Environment of Business*	3
BAD2813 Administrative Communication	3
BOA2533 Word Processing	3
ECO2113 Economics I *	3

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(Pre-Health Information Management)

Business (15 hours)

ACC1213 Principles of Accounting I* <i>and</i>	3
BAD1113 Introduction to Business * <i>and</i>	3
BAD2813 Administrative Communication	3
<i>plus</i>	
ACC1223 Principles of Accounting II <i>or</i>	3
BAD2323 Business Statistics	3
<i>and</i>	
BAD2533 Business Mgt & Microcomputers* <i>or</i>	3
CSC1113 Computer Concepts* <i>or</i>	3
MAT1513 Business Calculus	3

* Courses required by Jones County Junior College Business Division for all business majors.

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(Office Administration)

Business (21 hours)

ACC1213 Principles of Accounting I*	3
ACC1223 Principles of Accounting II	3
BAD1113 Introduction to Business*	3
BAD2413 Legal Environment of Business*	3
BAD2813 Administrative Communication	3
BOA2413 Office Procedures ** WBL	
BOA2533 Word Processing (Fall Only)	3