Foundational Courses

TEBP 1000 Financial Principles — 3 Credits / 90 Clock-Hours

The Financial Principles course introduces math concepts used in a variety of business contexts. Students will apply these principles to general purpose finance and accounting.
Objectives:
• Apply math principles to perform business calculations.
• Create and evaluate financial documents.
• Explore the accounting cycle.

TEBP 1100 Digital Literacy — 2 Credits / 60 Clock-Hours

The Digital Literacy course explores current technology. Students will practice appropriately and effectively using tools for productivity and collaboration tools; finding reliable information; creating content; communicating safely; and identifying credibility and bias in modern digital environments.

Objectives:
• Demonstrate digital citizenship and appropriate interpersonal digital information.
• Describe concepts relating to common digital environments, software, hardware, and operating systems.
• Describe digital security threats and explain how to protect personal devices and digital content.
• Use tools and technologies to collaborate.
• Create, edit, and save digital content and manage digital information.
• Navigate the internet and evaluate the integrity of digital information.

TEBP 1130 Word Processing — 2 Credits / 60 Clock-Hours

Word Processing focuses on creating and managing professional documents. Students will explore editing and formatting, enhancing documents with visual elements, and using collaboration and reference tools. Upon successful completion of this course, students will be able to demonstrate industry-level competency.

Objectives:
• Manage word processing documents.
• Insert and format text, paragraphs, and sections.
• Manage tables and lists.
• Create and manage reference.
• Insert and format graphic elements.
• Manage document collaboration.

TEBP 1140 Spreadsheets — 2 Credits / 60 Clock-Hours

Spreadsheets introduces the essential spreadsheet features needed to create worksheets by entering and editing data. Students will explore formulas and functions, visual elements, and formatting. Upon successful completion of this course, students will be able to demonstrate industry-level competency.

Objectives:
• Create, format, edit, print, and save worksheets and workbooks.
• Manage and manipulate data.
• Summarize data using charts, tables, and graphic elements.
• Use formulas and functions.

TEBP 1200 Professionalism — 3 Credits / 90 Clock-Hours

Professionalism explores behaviors, attitudes, and human skills essential for workplace success. Students will study how to build strong customer relations and provide outstanding customer service in a diverse workplace. Students will use professional skills to prepare for potential career opportunities.

Objectives:
• Explain the importance of human skills for success in the workplace.
• Explore the foundations of a service culture and develop relationship management skills.
• Demonstrate preparedness for potential career opportunities.
• Practice acceptable workplace conduct, including self-management, willingness to learn, and workplace relationships.

TEBP 1500 Business English — 1 Credit / 30 Clock-Hours

Business English emphasizes the essentials of clear, concise, and correct business English. Students will demonstrate professional writing and proofreading by using accurate spelling, grammar, punctuation, and sentence fluency skills.

Objectives:
• Explore the fundamentals of the English language and why they are necessary for effective communication.
• Demonstrate the fundamentals of grammar, punctuation, spelling, and word usage.
• Proofread and edit existing documents for clarity and accuracy.

TEBP 1550 Business Communication — 3 Credits / 90 Clock-Hours

Business Communication introduces students to best practices for planning, composing, and revising professional business messages. Students will explore the importance of using proper mechanics, knowing the intended audience, and organizing messages to communicate successfully.

Objectives:
• Create a variety of business documents in the proper format.
• Analyze the purpose, identify the audience, and select the appropriate channel to compose a successful message.
• Demonstrate the steps of business writing, including planning, writing, and revising.
• Demonstrate proofreading and editing skills.
• Explore digital media writing skills and techniques.

TEBP 1840 Business Productivity — 3 Credits / 90 Clock-Hours

The Business Productivity course explores current tools used by business professionals to create and sustain a productive workplace, including coordinating office activities and preparing and organizing professional documents. Students will practice working and communicating efficiently to facilitate the success of their organization.

Objectives:
• Create and organize workplace documents.
• Demonstrate best practices for using, crafting, distributing, and tracking electronic communication.
• Develop interpersonal skills needed for supporting stakeholders at all levels of the company.
• Operate appropriate software applications for administrative support.

Supplemental Courses Varies by Institution

Bridgerland

TEBP 1150 Presentations **2 Credits / 60 Clock-Hours**

Presentations explores developing and creating professional electronic presentations. Students will practice adding visual elements, formatting slides, incorporating audio and video elements, and saving and sharing files. Upon successful completion of this course, students will be able to demonstrate industry-level competency.

Objectives:
• Explore professionalism in presentations.
• Create professional presentations.
• Operate common electronic presentation software.
• Demonstrate use of graphics, formatting, animations, and transitions to enhance a presentation.

TEBP 1300 Accounting I **2 Credits / 60 Clock-Hours**

The Accounting I course introduces the basic principles and language of accounting. Students will demonstrate record-keeping concepts, including analyzing, journalizing, and posting transactions for a service-based business. Students will complete the entire accounting cycle, close the books, and make correcting entries.

Objectives:
• Perform all stages of the accounting cycle.
• Create and analyze financial reports.
• Demonstrate best practices for ethical and accurate accounting.

TEBP 1350 Computerized Accounting **3 Credits / 90 Clock-Hours**

The Computerized Accounting course introduces students to software available for automating accounting functions. Students set up and maintain the financial processes within a business. Upon successful completion of this course, students will be able to demonstrate industry-level competency.

Objectives:
• Use accounting software to set up a company and perform all stages of the accounting cycle.
• Use accounting software to create and analyze financial reports.
• Use accounting software to customize business documents, forms, reports, and graphs.
• Demonstrate best practices for ethical and accurate accounting.

TEBP 1650 Management Principles **2 Credits / 60 Clock-Hours**

Management principles will address strategies related to starting, owning, operating, and growing a small business. Students will explore marketing, financial management, leadership, ethics, and growth opportunities. Upon successful completion of this course, students will be able to demonstrate industry-level competency.

Objectives:
• Explore the human and legal aspects of starting and organizing a business.
• Practice analyzing and managing the financial aspects of a business including cash flow, financing, and profit management.
• Demonstrate an understanding of how to manage the operations of a business effectively and efficiently.

TEBP 2000 Introduction to Entrepreneurship **3 Credits / 90 Clock-Hours**

The Introduction to Entrepreneurship course examines what it takes to start a new business. Students will explore business ideas and strategies. Upon successful completion of this course, students will have the necessary tools to create or expand a start-up business.

Objectives:
• Create a business plan.
• Analyze target markets and sales strategies.
• Identify ethical and sound decision-making practices.
• Project business costs and revenue.

TEBP 2130 Advanced Word Processing **2 Credits / 60 Clock-Hours**

The Advanced Word Processing course focuses on advanced techniques used to create and manage professional documents. Students will expand upon editing and formatting practices and specialized software features. Students will be able to demonstrate an increase in industry-level competency.

Objectives:
• Apply advanced collaboration tools.
• Use advanced tools to manipulate documents.
• Automate repetitive tasks to save time and effort.

TEBP 2140 Advanced Spreadsheets **2 Credits / 60 Clock-Hours**

The Advanced Spreadsheets course focuses on advanced spreadsheet features used to further enhance worksheets. Students will expand formula applications and utilize analysis tools. Students will be able to demonstrate an increase in industry-level competency.

Objectives:
• Apply advanced formatting techniques and functions.
• Use collaboration features.
• Use advanced tools to forecast data outcomes.
• Automate repetitive tasks.

TEBP 2160 Database **2 Credits / 60 Clock-Hours**

The Database course introduces the essential features needed to create a functional database. Students will explore tables, queries, and reports. Upon successful completion of this course, students will be able to demonstrate industry -level competency.

Objectives:
• Create, format, and edit tables.
• Execute query actions to compile data.
• Combine data in summary reports.
• Manage and manipulate data.

TEBP 2180 Intro to Adobe Suite **2 Credits / 60 Clock-Hours**

The Intro to Adobe Suite course explores the basic features of popular Adobe software. Students will learn to modify photos, develop simple videos, create fillable forms, and more. Upon successful completion of this course, students will be able to produce attractive business media.

Objectives:
• Apply basic original-design principles.
• Create professional business documents and media.
• Develop a portfolio of completed projects.

TEBP 2300 Accounting II **2 Credits / 60 Clock-Hours**

The Accounting II course expands upon the basic principles of accounting. Students will demonstrate bookkeeping concepts, including analyzing, journalizing, and posting transactions for a merchandising business. Students will complete the entire accounting cycle using special journals and classified financial statements.

Objectives:
• Perform all stages of the accounting cycle.
• Analyze and post transactions in special journals.
• Explore the payroll process.
• Calculate costs of goods sold for inventory.

TEBP 2390 Accounting Capstone **1 Credit / 30 Clock-Hours**

The Accounting Capstone course integrates student knowledge and skills gained through previously completed coursework. Students will apply decision-making, critical-thinking, and problem-solving skills to complete realistic business projects. Students will demonstrate accounting proficiency upon completion of this course.

Objectives:
• Use professionalism skills to communicate effectively.
• Increase self-confidence through the application of coursework knowledge.
• Prepare for entry-level work in an accounting setting.

TEBP 2640 Public Relations **2 Credits / 60 Clock-Hours**

The Public Relations course explores the skills necessary to build customer and community relationships. Students will be exposed to crisis responses, campaigns, and promotional activities. Students will be able to convey messages to audiences in a variety of circumstances.

Objectives:
• Utilize media sources to build relationships.
• Conduct quantitative and qualitative research.
• Develop and review goals.
• Write considerate messages to convey a positive business image.

TEBP 2700 Marketing in Business **2 Credits / 60 Clock-Hours**

The Marketing in Business course exposes students to effective marketing techniques. Students will study target markets, marketing material, and supply and demand opportunities. Upon completion of this course, students will have completed a marketing plan.

Objectives:
• Analyze consumer behavior using market research.
• Explore social, economic, technological, competitive, and regulatory forces.
• Apply interactive and multichannel marketing in developing products and services.

TEBP 2890 Administrative Capstone **1 Credit / 30 Clock-Hours**

The Administrative Capstone course integrates student knowledge and skills gained through previously completed coursework. Students will apply decision-making, critical-thinking, and problem-solving skills to complete realistic business projects. Students will demonstrate business office proficiency upon completion of this course.

Objectives:
• Demonstrate ability to work independently and efficiently.
• Use professionalism skills to communicate effectively.
• Increase self-confidence through the application of coursework knowledge.
• Prepare for entry-level work in a business office setting.

TEBP 2900 Business Externship **2 Credits / 90 Clock-Hours**

The Business Externship course provides students with real-world work experience. Students will complete job-related activities as determined by the cooperating employer. Upon successful completion of this course, students will have practiced and mastered employer-set objectives, which may lead to employment.

Objectives:
• Gain industry experience.
• Demonstrate professional work habits.
• Apply knowledge and skills learned throughout the program.
• Accept employer feedback and improve accordingly.
• Perform self-evaluation on externship experience.

Davis

TEBP 1150 Presentations **2 Credits / 60 Clock-Hours**

Presentations explores developing and creating professional electronic presentations. Students will practice adding visual elements, formatting slides, incorporating audio and video elements, and saving and sharing files. Upon successful completion of this course, students will be able to demonstrate industry-level competency.

Objectives:
• Explore professionalism in presentations.
• Create professional presentations.
• Operate common electronic presentation software.
• Demonstrate use of graphics, formatting, animations, and transitions to enhance a presentation.

TEBP 1300 Accounting I **2 Credits / 60 Clock-Hours**

The Accounting I course introduces the basic principles and language of accounting. Students will demonstrate record-keeping concepts, including analyzing, journalizing, and posting transactions for a service-based business. Students will complete the entire accounting cycle, close the books, and make correcting entries.

Objectives:
• Perform all stages of the accounting cycle.
• Create and analyze financial reports.
• Demonstrate best practices for ethical and accurate accounting.

TEBP 1350 Computerized Accounting **3 Credits / 90 Clock-Hours**

The Computerized Accounting course introduces students to software available for automating accounting functions. Students set up and maintain the financial processes within a business. Upon successful completion of this course, students will be able to demonstrate industry-level competency.

Objectives:
• Use accounting software to set up a company and perform all stages of the accounting cycle.
• Use accounting software to create and analyze financial reports.
• Use accounting software to customize business documents, forms, reports, and graphs.
• Demonstrate best practices for ethical and accurate accounting.

TEBP 2110 Google Drive **1 Credit / 30 Clock-Hours**

Google Drive examines the features and uses of Google Drive applications using a hands-on approach. During this course, you will explore the uses of Google Drive, Google Docs, Google Sheets, Google Slides, Google Forms, and Google Drawings. You will create documents, pie charts, forms, sheets, and drawings using the various application found in Google Drive.

Objectives:
• Define Google Drive and relate its use to a workplace scenario.
• Construct a Google Docs file and utilize the download function.
• Develop a pie chart and a column chart in Google Sheets and utilize the share function.
• Design a Google Slides presentation and relate its use to a given scenario.
• Formulate a Google Form and use the send function.
• Create a Google Drawing.
• Evaluate the benefits of using Google Drive.

TEBP 2130 Advanced Word Processing **2 Credits / 60 Clock-Hours**

The Advanced Word Processing course focuses on advanced techniques used to create and manage professional documents. Students will expand upon editing and formatting practices and specialized software features. Students will be able to demonstrate an increase in industry-level competency.

Objectives:
• Apply advanced collaboration tools.
• Use advanced tools to manipulate documents.
• Automate repetitive tasks to save time and effort.

TEBP 2140 Advanced Spreadsheets **2 Credits / 60 Clock-Hours**

The Advanced Spreadsheets course focuses on advanced spreadsheet features used to further enhance worksheets. Students will expand formula applications and utilize analysis tools. Students will be able to demonstrate an increase in industry-level competency.

Objectives:
• Apply advanced formatting techniques and functions.
• Use collaboration features.
• Use advanced tools to forecast data outcomes.
• Automate repetitive tasks.

TEBP 2160 Database **2 Credits / 60 Clock-Hours**

The Database course introduces the essential features needed to create a functional database. Students will explore tables, queries, and reports. Upon successful completion of this course, students will be able to demonstrate industry -level competency.

Objectives:
• Create, format, and edit tables.
• Execute query actions to compile data.
• Combine data in summary reports.
• Manage and manipulate data.

TEBP 2190 Email Applications **2 Credits / 60 Clock-Hours**

Email Applications focuses on basic email features used in creating, sending, and receiving email messages. Practical business applications involving managing email messages, contacts, tasks, notes, and journal entries, as well as using the calendar features, will be covered. Upon successful completion of this course, students will be able to demonstrate industry-level competency.

Objectives:
• Navigate basic program menus and toolbars.
• Send, receive, and manage E-mail messages.
• Create and manage rules to automate message processing.
• Create events and appointments.
• Create and manage notes and journal entries.

TEBP 2300 Accounting II **2 Credits / 60 Clock-Hours**

The Accounting II course expands upon the basic principles of accounting. Students will demonstrate bookkeeping concepts, including analyzing, journalizing, and posting transactions for a merchandising business. Students will complete the entire accounting cycle using special journals and classified financial statements.

Objectives:
• Perform all stages of the accounting cycle.
• Analyze and post transactions in special journals.
• Explore the payroll process.
• Calculate costs of goods sold for inventory.

TEBP 2320 Accounting III **2 Credits / 60 Clock-Hours**

The Accounting III course exposes students to managerial accounting and decision making. Students will explore departmental financial statements, inventory valuation methods, and horizontal and vertical analyses. Students will demonstrate sound financial decision-making processes for business.

Objectives:
• Compute ratios and rates to determine financial health of a business.
• Apply depreciation methods to account accurately for assets.
• Demonstrate best practices for ethical and accurate accounting.

TEBP 2390 Accounting Capstone **1 Credit / 30 Clock-Hours**

The Accounting Capstone course integrates student knowledge and skills gained through previously completed coursework. Students will apply decision-making, critical-thinking, and problem-solving skills to complete realistic business projects. Students will demonstrate accounting proficiency upon completion of this course.

Objectives:
• Use professionalism skills to communicate effectively.
• Increase self-confidence through the application of coursework knowledge.
• Prepare for entry-level work in an accounting setting.

TEBP 2410 Financial Planning **2 Credits / 60 Clock-Hours**

The Financial Planning course provides a foundation in personal finances. Students will practice budgeting and investing techniques. Upon successful completion of this course, students will be able to communicate effectively about money.

Objectives:
• Analyze personal financial position.
• Set short- and long-term goals.
• Use money management techniques to make sound financial decisions.

TEBP 2610 Social Media Marketing **2 Credits / 60 Clock-Hours**

The Social Media Marketing course introduces basic marketing principles using social media platforms. Students will be exposed to valuable tools, tips, and practices that promote optimal marketing results. Students will be able to demonstrate effective marketing principles for a business.

Objectives:
• Create a social media marketing strategy.
• Track and analyze the effectiveness of online marketing efforts.
• Use the 4 Ps process to develop products and services.

TEBP 2760 Introduction to Sales **1 Credit / 30 Clock-Hours**

Introduction to Sales provides a knowledge and understanding of the career opportunities in the sales industry. Students will learn the ethics involved in sales, how to approach and sell to different personality types, and the basics of using customer relationship management (CRM) software.

Objectives:
• Understand the sales industry.
• Explore sales ethics.
• Evaluate prospective and types of customers.
• Research CRM systems.

TEBP 2770 Sales Techniques and Presentations **2 Credits / 60 Clock-Hours**

Sales Techniques and Presentations emphasizes the necessary skills to create and execute an effective sales pitch in different sales environments. Students will practice determining customer needs and overcoming objections when selling. Students will demonstrate fundamental selling techniques and negotiations required for success in sales. Students will also develop the necessary skills to deliver an effective presentation.

Objectives:
• Understand marketing and how social media is used in today's world.
• Apply supply and demand forces as it relates to consumer and audience behavior.
• Use Facebook, Google, and Twitter to learn how these social media platforms market.
• Learn how advertising and promotion play an important role in marketing.
• Create a marketing strategy that will drive consumers to purchase.

TEBP 2810 Advanced Keyboarding **1 Credit / 30 Clock-Hours**

Advanced Keyboarding is designed to help you develop proper keyboarding techniques with an emphasis on increasing keyboarding speed and accuracy to a minimum job-market level of 60 wpm. During this course, you will be given intensive skill building practice using drills and timed tests.

Objectives:
• Demonstrate ability to keyboard by touch.
• Perform keyboarding rate of 60 wpm on a five-minute timed writing with correction allowed.

TEBP 2890 Administrative Capstone **1 Credit / 30 Clock-Hours**

The Administrative Capstone course integrates student knowledge and skills gained through previously completed coursework. Students will apply decision-making, critical-thinking, and problem-solving skills to complete realistic business projects. Students will demonstrate business office proficiency upon completion of this course.

Objectives:
• Demonstrate ability to work independently and efficiently.
• Use professionalism skills to communicate effectively.
• Increase self-confidence through the application of coursework knowledge.
• Prepare for entry-level work in a business office setting.

TEBP 2900 Business Externship **2 Credits / 90 Clock-Hours**

The Business Externship course provides students with real-world work experience. Students will complete job-related activities as determined by the cooperating employer. Upon successful completion of this course, students will have practiced and mastered employer-set objectives, which may lead to employment.

Objectives:
• Gain industry experience.
• Demonstrate professional work habits.
• Apply knowledge and skills learned throughout the program.
• Accept employer feedback and improve accordingly.
• Perform self-evaluation on externship experience.

Ogden-Weber

TEBP 1150 Presentations **2 Credits / 60 Clock-Hours**

Presentations explores developing and creating professional electronic presentations. Students will practice adding visual elements, formatting slides, incorporating audio and video elements, and saving and sharing files. Upon successful completion of this course, students will be able to demonstrate industry-level competency.

Objectives:
• Explore professionalism in presentations.
• Create professional presentations.
• Operate common electronic presentation software.
• Demonstrate use of graphics, formatting, animations, and transitions to enhance a presentation.

TEBP 1250 Applied Workplace Ethics **3 Credits / 90 Clock-Hours**

The Applied Workplace Ethics course explores ethical theories, decision-making frameworks, and professional standards in business and accounting. Students engage with ethical dilemmas, reasoning, and integrity through a corporate responsibility lens, developing critical thinking and problem-solving skills to address business challenges.

Objectives:
• Examine major ethical theories and their application in business and accounting.
• Apply professional standards to business and accounting scenarios.
• Develop the ability to identify, evaluate, and respond to ethical dilemmas using structured decision-making models.
• Integrate a corporate social responsibility perspective into ethical reasoning and decision-making.
• Identify risks of unethical behavior in financial reporting, auditing, and managerial decision-making.
• Develop strategies for ethical leadership and compliance to resolve complex business issues ethically.

TEBP 1300 Accounting I **2 Credits / 60 Clock-Hours**

The Accounting I course introduces the basic principles and language of accounting. Students will demonstrate record-keeping concepts, including analyzing, journalizing, and posting transactions for a service-based business. Students will complete the entire accounting cycle, close the books, and make correcting entries.

Objectives:
• Perform all stages of the accounting cycle.
• Create and analyze financial reports.
• Demonstrate best practices for ethical and accurate accounting.

TEBP 1350 Computerized Accounting **3 Credits / 90 Clock-Hours**

The Computerized Accounting course introduces students to software available for automating accounting functions. Students set up and maintain the financial processes within a business. Upon successful completion of this course, students will be able to demonstrate industry-level competency.

Objectives:
• Use accounting software to set up a company and perform all stages of the accounting cycle.
• Use accounting software to create and analyze financial reports.
• Use accounting software to customize business documents, forms, reports, and graphs.
• Demonstrate best practices for ethical and accurate accounting.

TEBP 1700 Marketing I **3 Credits / 90 Clock-Hours**

The Marketing I course introduces the marketing function by emphasizing concepts and terminology. Students will explore components of the marketing mix, opportunities available, marketing ethics, and globalization. Students will incorporate consumer behavior, product placement, SWOT, and market research in a marketing plan.

Objectives:
• Describe a product lifecycle, the four Ps of marketing, and market opportunities.
• Explore the elements of a marketing plan.
• Evaluate marketing research and positioning.
• Analyze social, economic, technological, competitive, and regulatory forces.

TEBP 1750 Sales Fundamentals **2 Credits / 60 Clock-Hours**

The Sales Fundamentals course introduces the fundamentals of personal selling and persuasion as students explore how to develop strong customer relationships, build trust, and identify ethical selling practices. Students will examine types of buyers and the buying process, and opportunities in the modern sales industry.

Objectives:
• Describe personal selling and alternative selling approaches.
• Explain the sales process and sales ethics.
• Identify types of buyers and describe the buying process.

TEBP 2000 Introduction to Entrepreneurship **3 Credits / 90 Clock-Hours**

The Introduction to Entrepreneurship course examines what it takes to start a new business. Students will explore business ideas and strategies. Upon successful completion of this course, students will have the necessary tools to create or expand a start-up business.

Objectives:
• Create a business plan.
• Analyze target markets and sales strategies.
• Identify ethical and sound decision-making practices.
• Project business costs and revenue.

TEBP 2140 Advanced Spreadsheets **2 Credits / 60 Clock-Hours**

The Advanced Spreadsheets course focuses on advanced spreadsheet features used to further enhance worksheets. Students will expand formula applications and utilize analysis tools. Students will be able to demonstrate an increase in industry-level competency.

Objectives:
• Apply advanced formatting techniques and functions.
• Use collaboration features.
• Use advanced tools to forecast data outcomes.
• Automate repetitive tasks.

TEBP 2300 Accounting II **2 Credits / 60 Clock-Hours**

The Accounting II course expands upon the basic principles of accounting. Students will demonstrate bookkeeping concepts, including analyzing, journalizing, and posting transactions for a merchandising business. Students will complete the entire accounting cycle using special journals and classified financial statements.

Objectives:
• Perform all stages of the accounting cycle.
• Analyze and post transactions in special journals.
• Explore the payroll process.
• Calculate costs of goods sold for inventory.

TEBP 2610 Social Media Marketing **2 Credits / 60 Clock-Hours**

The Social Media Marketing course introduces basic marketing principles using social media platforms. Students will be exposed to valuable tools, tips, and practices that promote optimal marketing results. Students will be able to demonstrate effective marketing principles for a business.

Objectives:
• Create a social media marketing strategy.
• Track and analyze the effectiveness of online marketing efforts.
• Use the 4 Ps process to develop products and services.

TEBP 2620 Fundamentals of Human Resources **2 Credits / 60 Clock-Hours**

The Human Resource Management (HRM) course focuses on recruitment, talent acquisition, employee development, performance management, and HRM policies. Students will explore HRM best practices to enhance productivity, foster a positive work culture, and develop an understanding in EEO practices, training, performance appraisal, and compensation.

Objectives:
• Apply the principles of EEO and Safe Workplace in an organization.
• Demonstrate knowledge of performance management, employee reviews, employee separation, and compensation/benefits structures.
• Summarize major state and federal laws and agencies that govern employment practices and explain employers' duties under OSHA.
• Explain HRM responsibilities involved in recruiting, acquiring, training, and developing people.

TEBP 2630 Principles of Leadership **2 Credits / 60 Clock-Hours**

The Principles of Leadership course explores effective conflict management skills and teaches how to establish a constructive culture by applying of appropriate leadership philosophies and styles. Students will develop leadership characteristics through self-evaluation activities, practice scenarios, and case studies.

Objectives:
• Use current leadership theories and develop leadership characteristics.
• Practice leadership through self-reflection and action exercises.
• Demonstrate ability to improve leadership performance through practice exercises.
• Use effective conflict management and establish a constructive organizational culture.
• Apply leadership philosophy and identify different leadership styles.

TEBP 2650 Project Management Essentials **2 Credits / 60 Clock-Hours**

The Project Management Essentials course examines project initiation, planning, stakeholder strategies, cost projections, staffing, quality management, and performance monitoring. Upon successful completion of this course students will be able to demonstrate industry-level competency in the fundamentals of project management.

Objectives:
• Develop project proposals.
• Identify and manage risks.
• Understand resource utilization in business applications.
• Use communication and documentation to create a strong organization.

TECU 1000 CRM Fundamentals **2 Credits / 60 Clock-Hours**

This course introduces the purpose, structure, and core functions of customer relationship management (CRM) systems. Students learn how organizations use CRM platforms to manage customer data, track interactions, and support operational workflows. Using Zoho CRM, students explore system components including modules, fields, records, and basic automations. Through guided configuration activities, students gain an understanding of how CRM systems help businesses organize information, support communication, and improve customer experience.

Objectives:
● Identify core CRM components including modules, fields, records, and workflows.
● Configure a basic Zoho CRM environment using structured data.
● Map customer lifecycle stages to CRM processes.
● Explain the role of CRM in supporting customer operations and business outcomes.
● Navigate and perform basic tasks within Zoho CRM.

Tooele

TEBP 1150 Presentations **2 Credits / 60 Clock-Hours**

Presentations explores developing and creating professional electronic presentations. Students will practice adding visual elements, formatting slides, incorporating audio and video elements, and saving and sharing files. Upon successful completion of this course, students will be able to demonstrate industry-level competency.

Objectives:
• Explore professionalism in presentations.
• Create professional presentations.
• Operate common electronic presentation software.
• Demonstrate use of graphics, formatting, animations, and transitions to enhance a presentation.

TEBP 1300 Accounting I **2 Credits / 60 Clock-Hours**

The Accounting I course introduces the basic principles and language of accounting. Students will demonstrate record-keeping concepts, including analyzing, journalizing, and posting transactions for a service-based business. Students will complete the entire accounting cycle, close the books, and make correcting entries.

Objectives:
• Perform all stages of the accounting cycle.
• Create and analyze financial reports.
• Demonstrate best practices for ethical and accurate accounting.

TEBP 1350 Computerized Accounting **3 Credits / 90 Clock-Hours**

The Computerized Accounting course introduces students to software available for automating accounting functions. Students set up and maintain the financial processes within a business. Upon successful completion of this course, students will be able to demonstrate industry-level competency.

Objectives:
• Use accounting software to set up a company and perform all stages of the accounting cycle.
• Use accounting software to create and analyze financial reports.
• Use accounting software to customize business documents, forms, reports, and graphs.
• Demonstrate best practices for ethical and accurate accounting.

TEBP 1560 Workplace Communications **2 Credits / 60 Clock-Hours**

This course focuses on basic Email features used in creating, sending, and receiving E-mail messages in Outlook. Practical business applications involving managing Email messages, contacts, tasks, notes, and journal entries, as well as using the calendar features, will be covered. This course prepares students to take the MOS Exam for Outlook. This course also introduces students to basic Google functions such as Google Drive, Sheets, Documents, and managing Google workgroups and all their collaborative features.

Objectives:
• Use E-mail/Personal Management Software (MS Outlook) to send and receive electronic messages.
• Use E-mail/Personal Management Software (MS Outlook) to Manage Messages and organize calendars.
• Use E-mail/Personal Management Software (MS Outlook) to Organize and Group Contacts
• Prepare for the Comprehensive Certification Exam for Outlook.
• Use Google features (Drive, Docs, Sheets, Slides, Workspace) to organize, create, format and collaborate

TEBP 2130 Advanced Word Processing **2 Credits / 60 Clock-Hours**

The Advanced Word Processing course focuses on advanced techniques used to create and manage professional documents. Students will expand upon editing and formatting practices and specialized software features. Students will be able to demonstrate an increase in industry-level competency.

Objectives:
• Apply advanced collaboration tools.
• Use advanced tools to manipulate documents.
• Automate repetitive tasks to save time and effort.

TEBP 2145 Advanced Spreadsheets Applications **3 Credits / 90 Clock-Hours**

The Advanced Spreadsheets course focuses on advanced spreadsheet features used to further enhance worksheets. Students will expand formula applications and utilize analysis tools. Students will be able to demonstrate an increase in industry-level competency.

Objectives:
• Apply advanced formatting techniques and functions.
• Use collaboration features.
• Use advanced tools to forecast data outcomes.
• Automate repetitive tasks.

TEBP 2165 Database Applications **2 Credits / 60 Clock-Hours**

This course focuses on the design and creation of databases and introduces the application of database capabilities for information management and data manipulation. Students will learn how to design, create, manipulate, extract, and present data using Microsoft Access. Also, this course provides students with more advanced skills in database design and creation, data extraction and presentation, database relationships, and data interconnectivity. This course prepares students to take the MOS Certification Exam for Access.

Objectives:
• Use Database Software to overview and begin managing Databases.
• Use Database Software to construct and manage Databases by creating Tables, Queries, Reports and Forms.
• Explore some Advanced Tables and create simple queries.
• Prepare for the Comprehensive Certification Exam for Access.

TEBP 2300 Accounting II **2 Credits / 60 Clock-Hours**

The Accounting II course expands upon the basic principles of accounting. Students will demonstrate bookkeeping concepts, including analyzing, journalizing, and posting transactions for a merchandising business. Students will complete the entire accounting cycle using special journals and classified financial statements.

Objectives:
• Perform all stages of the accounting cycle.
• Analyze and post transactions in special journals.
• Explore the payroll process.
• Calculate costs of goods sold for inventory.

TEBP 2910 Management Externship **1 Credit / 45 Clock-Hours**

Interns will practice professionalism and effective communication by interacting with both staff and students. They will learn the responsibilities of the different departments of an organization to ensure the effectiveness of the intern in a management position.

Objectives:
• The intern will assist the different departments in accomplishing their projects.
• This unpaid internship reports directly to the Department Managers on a project-by-project basis. The Department Managers will sign off the intern's effectiveness, efficiency, organizational skills, planning and time management skills.
• Operate appropriate software applications for administrative support.

USU - Eastern

TEBP 1150 Presentations **2 Credits / 60 Clock-Hours**

Presentations explores developing and creating professional electronic presentations. Students will practice adding visual elements, formatting slides, incorporating audio and video elements, and saving and sharing files. Upon successful completion of this course, students will be able to demonstrate industry-level competency.

Objectives:
• Explore professionalism in presentations.
• Create professional presentations.
• Operate common electronic presentation software.
• Demonstrate use of graphics, formatting, animations, and transitions to enhance a presentation.

TEBP 1300 Accounting I **2 Credits / 60 Clock-Hours**

The Accounting I course introduces the basic principles and language of accounting. Students will demonstrate record-keeping concepts, including analyzing, journalizing, and posting transactions for a service-based business. Students will complete the entire accounting cycle, close the books, and make correcting entries.

Objectives:
• Perform all stages of the accounting cycle.
• Create and analyze financial reports.
• Demonstrate best practices for ethical and accurate accounting.

TEBP 1350 Computerized Accounting **3 Credits / 90 Clock-Hours**

The Computerized Accounting course introduces students to software available for automating accounting functions. Students set up and maintain the financial processes within a business. Upon successful completion of this course, students will be able to demonstrate industry-level competency.

Objectives:
• Use accounting software to set up a company and perform all stages of the accounting cycle.
• Use accounting software to create and analyze financial reports.
• Use accounting software to customize business documents, forms, reports, and graphs.
• Demonstrate best practices for ethical and accurate accounting.

TEBP 1650 Management Principles **2 Credits / 60 Clock-Hours**

Management principles will address strategies related to starting, owning, operating, and growing a small business. Students will explore marketing, financial management, leadership, ethics, and growth opportunities. Upon successful completion of this course, students will be able to demonstrate industry-level competency.

Objectives:
• Explore the human and legal aspects of starting and organizing a business.
• Practice analyzing and managing the financial aspects of a business including cash flow, financing, and profit management.
• Demonstrate an understanding of how to manage the operations of a business effectively and efficiently.

TEBP 1700 Marketing I **3 Credits / 90 Clock-Hours**

The Marketing I course introduces the marketing function by emphasizing concepts and terminology. Students will explore components of the marketing mix, opportunities available, marketing ethics, and globalization. Students will incorporate consumer behavior, product placement, SWOT, and market research in a marketing plan.

Objectives:
• Describe a product lifecycle, the four Ps of marketing, and market opportunities.
• Explore the elements of a marketing plan.
• Evaluate marketing research and positioning.
• Analyze social, economic, technological, competitive, and regulatory forces.

TEBP 2000 Introduction to Entrepreneurship **3 Credits / 90 Clock-Hours**

The Introduction to Entrepreneurship course examines what it takes to start a new business. Students will explore business ideas and strategies. Upon successful completion of this course, students will have the necessary tools to create or expand a start-up business.

Objectives:
• Create a business plan.
• Analyze target markets and sales strategies.
• Identify ethical and sound decision-making practices.
• Project business costs and revenue.

TEBP 2300 Accounting II **2 Credits / 60 Clock-Hours**

The Accounting II course expands upon the basic principles of accounting. Students will demonstrate bookkeeping concepts, including analyzing, journalizing, and posting transactions for a merchandising business. Students will complete the entire accounting cycle using special journals and classified financial statements.

Objectives:
• Perform all stages of the accounting cycle.
• Analyze and post transactions in special journals.
• Explore the payroll process.
• Calculate costs of goods sold for inventory.

TEBP 2320 Accounting III **2 Credits / 60 Clock-Hours**

The Accounting III course exposes students to managerial accounting and decision making. Students will explore departmental financial statements, inventory valuation methods, and horizontal and vertical analyses. Students will demonstrate sound financial decision-making processes for business.

Objectives:
• Compute ratios and rates to determine financial health of a business.
• Apply depreciation methods to account accurately for assets.
• Demonstrate best practices for ethical and accurate accounting.

TEBP 2999 Business Externship **3 Credits / 135 Clock-Hours**

The Business Externship course provides students with real-world work experience. Students will complete job-related activities as determined by the cooperating employer. Upon successful completion of this course, students will have practiced and mastered employer-set objectives, which may lead to employment.

Objectives:
• Demonstrate professional work habits.
• Apply knowledge and skills learned throughout the program.
• Accept employer feedback and improve accordingly.
• Perform self-evaluation on externship experience.

TEIT 2500 Web Business **3 Credits / 90 Clock-Hours**

This course is an introduction to Web-based business. Students will learn business concepts relating to on-line and world-wide e-commerce. Also marketing concepts, design strategies, and technical issues as they relate to Web-based businesses will be discussed.

Objectives:
• Review technology infrastructure of the Internet and the World Wide Web.
• Understand the implications of selling on the web — regional and worldwide.
• Develop marketing concepts on the web in conjunction with social media, mobile, and online auctions.
• Explain how to improve efficiency and reduce costs.
• Discuss the environment of electronic commerce involving ethical, legal, and tax Issues.
• Explain web server hardware and software, electronic commerce software and associated security needs.
• Plan for electronic commerce including the implementation of payment systems that are commonly used.