

# **COURSE OUTLINE**

## **BMGT-115**

### **Dealing with Government Regulations for Business 1 Semester Hour**

## **HOWARD COMMUNITY COLLEGE**

### **Description**

Upon completion of this course, the student will be able to determine which state and federal regulations are applicable to various businesses. Emphasis will be placed on modifications on practice procedures and policies that are influenced by major laws and regulations. Students will be exposed to the methods and resources needed to research various types of regulations. (1 hour weekly)

### **Overall Course Objectives**

Upon completion of this course, the student will be able to:

1. Locate resources which delineate the specifics of regulations in question.
2. Identify pertinent government regulations which have a direct impact on the particular practice.
3. Develop a system to enable the office to stay up-to-date in changes to regulations.
4. Review existing office operations and determine the need for revisions in daily and long-term policies and procedures.
5. Construct office manuals which are in alignment with regulations.
6. Establish a periodic review practice to maintain compliance with regulations.
7. Train staff in matters which impact their function in order that conformity is maintained.

### **Major Topics**

- I. Development of Regulations
  - A. Agencies and organizations involved
  - B. Procedures for creating regulations
  - C. Means of promulgation
- II. Resources for Locating Regulations
  - A. Identification of resources
  - B. Efficient use of resources
  - C. Tactics for being “in the loop”
- III. Interpretation of Regulations
  - A. Legal terms and implications
  - B. Practice terms

- IV. Review of Practices
  - A. What operations are affected
  - B. Variations from compliance
  - C. Modifications needed
  - D. Establishing new policies and practices
  
- V. Development of Office Policies and Practices
  - A. Content and organization
  - B. Legal requirements
  - C. Reporting requirements
  
- VI. Training Staff
  - A. Determining need
  - B. Sources and techniques for training
  - C. Record keeping
  - D. Maintaining morale
  
- VII. Maintaining Office Compliance
  - A. Office reviews
  - B. Procedures for change

### **Course Requirements**

Grading/exams: Grading procedures will be determined by individual faculty. Requirements will include a written report, evaluation of office practices, class activities, and written exam(s).

### **Other Course Information**

Each student will be able to apply the course content to his/her own type of practice. Assignments and activities will be modified to encourage application to the specific practice of the student.