

BUSINESS ADMINISTRATION (BUS)

BUS 101 - Introduction to Business

Credit Hours: 3, Contact Hours: 3

Division: Business

American business in the 21st century is exciting and challenging. Students will be introduced to a variety of opportunities by exploring ownership, free enterprise, the world economy, management, marketing, international business, social responsibility and business ethics, and entrepreneurship. Group 2 course. Communications - Direct.

Recommended Prerequisite(s): ENG 11/111 minimum placement

BUS 105 - Business Math

Credit Hours: 3, Contact Hours: 3

Division: Business

Apply basic mathematical principles to solve problems in modern business practice. Topics include trade pricing, markups, profit and loss, interest, payroll, taxes, and investments. It is designed for day-to-day business applications. Group 2 course. Quantitative Reasoning.

Required Prerequisite(s): Placement into MTH 011/111 or higher, or completion of MTH 100 with a 2.0 or better.

BUS 155 - Interpersonal Communications

Credit Hours: 3, Contact Hours: 3

Division: Business

To be well prepared for employment in the 21st century it will be mandatory for students to demonstrate effective human relations. Individuals who enter the workforce in any field will need to possess interpersonal and customer service skills. The global workplace will demand competence in interpersonal or "soft" skills. Excellent customer service and relationship building skills are a necessary component of overall business communication. Topics include: communication and identity, conflict and communication climates, and how to build and maintain effective relationships with external and internal customers. Group 2 course. Communications - Direct.

Recommended Prerequisite(s): ENG 11/111 minimum placement

BUS 231 - Professional Communications

Credit Hours: 3, Contact Hours: 3

Division: Business

Communicating professionally is a critical skill in today's world. This course is designed to help students understand communication theory and its application in their professional lives. Students will develop effective writing skills by analyzing complex issues, organizing thoughts logically, and communicating those ideas concisely—in verbal and written form. Students will also practice effective listening skills, understand the components of a successful job search, and use teamwork skills in solving communication problems. Group 2 course. Communications - Direct, Infused: Writing Intensive.

Recommended Prerequisite(s): CIT 100, ENG 111 minimum placement

BUS 261 - Business Law I

Credit Hours: 3, Contact Hours: 3

Division: Business

This course will provide a foundation in business law, covering a wide range of subjects. Students will examine state and Federal legal systems, the Constitution, the nature and uses of law, along with a variety of legal areas relevant to business, including business structures, agency, contracts, torts, property and employment law. Group 2 course. Critical Thinking - Direct.

Recommended Prerequisite(s): ENG 111 minimum placement

BUS 290 - Business Admin Internship

Credit Hours: 3, Contact Hours: 3

Division: Business

This course is a requirement for the Associate of Applied Science degree in Business Administration. The objective of the internship is to assess the Business Administration Program Outcomes, and to provide an on-the-job experience for the student pursuing a career in business. At the end of the semester students take a third party assessment to measure their knowledge of business operations, the business organization and business procedures. Students will spend 150 hours over the semester in a supervised training experience. In addition students will meet with the Experiential Learning Coordinator as needed throughout the semester for: internship support, feedback, review of professional employment documents and an internship exit interview. Group 2 course.

Required Prerequisite(s): 30 credit hours towards program requirements and a 2.0 GPA in occupational courses.

BUS 294 - Business Study Abroad

Credit Hours: 1, Contact Hours: 1

Division: Business

In this class, students are provided the opportunity to travel to a specified destination affiliated with the corresponding business non-trip course. This course will serve to integrate the student learning experience and provide a sense of cultural perspective, diversity and regional awareness. The course is an opportunity for students to explore other areas around the world while applying discipline-specific course content. For a more specific course description, please review the course description of the associated non-trip course. Group 2 course.

Required Prerequisite(s): ACC 121, or ACC 122, or ACC 123, or BUS 231, or MGT 241, or MGT 251, or MKT 201