

# Business (BUS)

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## Courses

### **BUS 121 Introduction to Business (3 Hours) ▸**

Upon successful completion of this course, the student should be able to define the free enterprise system and explain the fundamentals of business creation. Students should be able to describe the interrelationship between the different business areas of accounting, finance, information systems, management, operations and marketing. The student should also be able to explain how ethics and responsible business citizenship are applicable to each area of a business. 3 hrs. lecture/wk.

### **BUS 123 Personal Finance (3 Hours) ▸**

Upon successful completion of this course, the student should be able to develop a basic financial plan, calculate principal and interest, identify the types of consumer credit, make housing decisions, fill out a tax form and determine individual insurance needs. 3 hrs. lecture/wk.

### **BUS 140 Principles of Supervision (3 Hours)**

Upon successful completion of this course, the student should be able to define the supervisor's role within a company and identify the skills necessary to successfully fulfill that role. In addition, the student should be able to determine the supervisor's role in supervising employees on an individual basis and as a group. The student should also be able to apply the principles of supervision in simulated work situations. 3 hrs. lecture/wk.

### **BUS 215 Savings and Investments (3 Hours)**

Upon successful completion of this course, the student should be able to define, analyze and evaluate types of savings instruments and other investments. In addition, the student should be able to determine which instruments are desirable for a personal financial plan. The student should also be able to demonstrate an understanding of basic financial-planning concepts and tax-planning procedures. 3 hrs. lecture/wk.

### **BUS 225 Organizational Behavior (3 Hours)**

Upon successful completion of this course, the student should be able to evaluate the impact of organizational behavior as it relates to the social system, technical system, and administrative system of a work environment. In addition, the student should be able to analyze these systems and their effects on an individual group and organizational performance.

### **BUS 235 Introduction to International Business (3 Hours)**

This course is designed to introduce the student to the global economy. Differences in political, economic and cultural forces within countries will be analyzed and national competitiveness assessed. Cross-border trade and investment and the global monetary system will be introduced and analyzed. Competition and a firm's international business strategy in the global marketplace will be examined. Ethical issues in international business global marketing and international human resource management practices will be examined as well.

### **BUS 241 Principles of Management (3 Hours) ▸**

Upon successful completion of this course, the student should be able to state the basic functions of management, explain the nature of organizations and organizational theories and types, explain the importance of effective communication within the organizational structure, develop and define the techniques for directing and motivating employees, explain the effects of change on an organization, and develop techniques for coping with those effects. In addition, the student should be able to explain and discuss the application of business ethics in managerial decision-making.

### **BUS 243 Human Resource Management (3 Hours)**

Upon successful completion of this course, the student should be able to state the principles of human resource management; describe the human resource function as an integral part of management; differentiate between roles of the personnel and line manager in the management of human resources; define and evaluate strategic planning, recruitment, selection and training; define the primary methods of human resource development; employ methods of employer appraisal; and state the major components and coverages of the Equal Employment Opportunity Act and other personnel/human resource-related laws. 3 hrs. lecture/wk.

### **BUS 245 Small Business Management (3 Hours)**

Upon successful completion of this course, the student should be able to demonstrate an understanding of management techniques vital to small businesses. In addition, the student should be able to apply decision-making skills in the areas of business start-up choosing the form of ownership, marketing, financial planning, and managing the small business.

### **BUS 270 Business Administration Internship (1 Hour)**

Upon successful completion of this course, the student will be able to apply classroom knowledge to an actual work situation. This course offers work experience under instructional supervision in an approved training situation designed to provide practical experience in business administration. A minimum of 8 or more hours a week of on-the-job training is required.

### **BUS 292 Special Topics:\* (1-3 Hour)**

**Prerequisites** : Department approval.

This course periodically offers specialized or advanced discipline-specific content related to diverse areas of Business, not usually taught in the curriculum. This is a repeatable course and may be taken more than once for credit.