

# Business (BUS)

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## Courses

### **BUS 120 Management Attitudes and Motivation (3 Hours)**

Upon successful completion of this course, the student should be able to assess personal strengths and weaknesses and set goals for personal and professional life, define communication and listening skills, analyze human relations problems, apply problem-solving strategies to human relations issues in the workplace, and define and compare management styles. 3 hrs. lecture/wk.

### **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 121H HON: Introduction to Business\* (1 Hour)**

**Prerequisites** : Honors department approval.

One-credit hour honors contract is available to qualified students who have an interest in a more thorough investigation of a topic related to this subject. An honors contract may incorporate research, a paper, or project and includes individual meetings with a faculty mentor. Student must be currently enrolled in the regular section of the courses or have completed it the previous semester. Contact the Honors Program Office, COM 201, for more information.

### **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 123H HON: Personal Finance\* (1 Hour)**

**Prerequisites** : Honors department approval.

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### **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 140H HON: Principles of Supervision\* (1 Hour)**

**Prerequisites** : Honors department approval.

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### **BUS 141 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. 3 hrs. lecture/wk.

### **BUS 141H HON: Principles of Management\* (1 Hour)**

**Prerequisites** : Honors department approval.

One-credit hour honors contract is available to qualified students who have an interest in a more thorough investigation of a topic related to this subject. An honors contract may incorporate research, a paper, or project and includes individual meetings with a faculty mentor. Student must be currently enrolled in the regular section of the courses or have completed it the previous semester. Contact the Honors Program Office, COM 201, for more information.

### **BUS 145 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 business. 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. 3 hrs. lecture/wk.

**BUS 150 Business Communications\* (3 Hours)****Prerequisites** : ENGL 121.

Upon successful completion of this course, the student should be able to explain the role of communication in the business environment and identify the most effective methods for creating, sending and receiving messages. In addition, the student should be able to use effective oral and written communication skills in business; write and evaluate business documents, including letters, memos, and reports using the principles of correct style, organization and format; and prepare an effective oral business presentation.

**BUS 150H HON: Business Communication\* (1 Hour)****Prerequisites** : Honors department approval.

One-credit hour honors contract is available to qualified students who have an interest in a more thorough investigation of a topic related to this subject. An honors contract may incorporate research, a paper, or project and includes individual meetings with a faculty mentor. Student must be currently enrolled in the regular section of the courses or have completed it the previous semester. Contact the Honors Program Office, COM 201, for more information.

**BUS 175 Business Professional Skills (3 Hours)**

Upon successful completion of this course, the student will learn the important characteristics of business success variables found among business leaders and entrepreneurs -- their skillfulness in creating rapport and relating well with others, as well as their reputation for honesty and ethical behavior. Business leaders in our society are faced with daily opportunities to make decisions, negotiate, resolve conflict, and build trust. Students will demonstrate awareness and effective application of these skills understanding its dramatic affects on morale, teamwork, productivity, employee retention, customer relations, and the bottom line. 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 215H HON: Savings and Investments\* (1 Hour)****Prerequisites** : Honors department approval.

One-credit hour honors contract is available to qualified students who have an interest in a more thorough investigation of a topic related to this subject. An honors contract may incorporate research, a paper, or project and includes individual meetings with a faculty mentor. Student must be currently enrolled in the regular section of the courses or have completed it the previous semester. Contact the Honors Program Office, COM 201, for more information.

**BUS 225 Human Relations (3 Hours)**

Upon successful completion of this course, the student should be able to evaluate the impact of human relations 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 individual group and organizational performance. 3 hrs. lecture/wk.

**BUS 225H HON: Human Relations\* (1 Hour)****Prerequisites** : Honors department approval.

One-credit hour honors contract is available to qualified students who have an interest in a more thorough investigation of a topic related to this subject. An honors contract may incorporate research, a paper, or project and includes individual meetings with a faculty mentor. Student must be currently enrolled in the regular section of the courses or have completed it the previous semester. Contact the Honors Program Office, COM 201, for more information.

**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 235H HON: Introduction to International Business\* (1 Hour)****Prerequisites** : Honors department approval.

One-credit hour honors contract is available to qualified students who have an interest in a more thorough investigation of a topic related to this subject. An honors contract may incorporate research, a paper, or project and includes individual meetings with a faculty mentor. Student must be currently enrolled in the regular section of the courses or have completed it the previous semester. Contact the Honors Program Office, COM 201, for more information.

**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 243H HON: Human Resource Management\* (1 Hour)**

**Prerequisites** : Honors department approval.

One-credit hour honors contract is available to qualified students who have an interest in a more thorough investigation of a topic related to this subject. An honors contract may incorporate research, a paper, or project and includes individual meetings with a faculty mentor. Student must be currently enrolled in the regular section of the courses or have completed it the previous semester. Contact the Honors Program Office, COM 201, for more information.

**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.