

BUSINESS

*Effective Term – Summer 1997 [1997*02]*

BUS 110	Introduction to Business	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

*Effective Term – Fall 2005 [2005*03] – CRC 03/09/05*

BUS 112	SIFE Business Development	1	2	2
Prerequisites:	BUS 110			
Corequisites:	None			

This course provides students with opportunities for the practical application of concepts taught in business, marketing and economics courses. Emphasis is placed on free markets in a global economy, how entrepreneurs succeed, personal financial success skills, and business ethics. Upon completion, students should be able to demonstrate knowledge in business, marketing, and economics and display creative problem-solving, public speaking, leadership, and public relations skills.

*Effective Term – Summer 1997 [1997*02]*

BUS 115	Business Law I	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

*Effective Term – Summer 1997 [1997*02]*

BUS 116	Business Law II	3	0	3
Prerequisites:	BUS 115			
Corequisites:	None			

This course continues the study of ethics and business law. Emphasis is placed on bailments, sales, risk-bearing, forms of business ownership, and copyrights. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. *This course is also available through the Virtual Learning Community (VLC).*

*Effective Term – Summer 1997 [1997*02]*

BUS 121	Business Math	2	2	3
Prerequisites:	None			
Corequisites:	None			

This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business. *This course is also available through the Virtual Learning Community (VLC).*

*Effective Term – Summer 1997 [1997*02]*

BUS 125	Personal Finance	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.

*Effective Term – Summer 1997 [1997*02]*

BUS 135	Principles of Supervision	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place. *This course is also available through the Virtual Learning Community (VLC).*

*Effective Term – Summer 1997 [1997*02]*

BUS 137	Principles of Management	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. *This course is also available through the Virtual Learning Community (VLC). This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. (TAC – 05/24/06)*

*Effective Term – Fall 2008 [2008*03] - CRC 09/12/07*

BUS 139	Entrepreneurship I	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course provides an introduction to the principles of entrepreneurship. Topics include self-analysis of entrepreneurship readiness, the role of entrepreneur in economic development, legal problems, organizational structure, sources of financing, budgeting, and cash flow. Upon completion, students should have an understanding of the entrepreneurial process and issues faced by entrepreneurs.

*Effective Term – Spring 2006 [2006*01] - CRC 09/28/05*

BUS 139	Entrepreneurship I	3	0	3
Prerequisites:	BUS 110			
Corequisites:	None			

This course provides an introduction to the principles of entrepreneurship. Topics include self-analysis of entrepreneurship readiness, the role of entrepreneur in economic development, legal problems, organizational structure, sources of financing, budgeting, and cash flow. Upon completion, students should have an understanding of the entrepreneurial process and issues faced by entrepreneurs.

*Effective Term – Summer 1997 [1997*02]*

BUS 147	Business Insurance	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course surveys the basic concepts of risk management. Topics include principles and applications of health, property, life, and casualty insurance. Upon completion, students should be able to evaluate different insurance needs and assist an organization in acquiring adequate insurance coverage.

*Effective Term – Summer 1997 [1997*02]*

BUS 148	Survey of Real Estate	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course introduces real estate principles and practices. Topics include real estate finance, real estate law, brokerage, land use planning, property management, and valuation. Upon completion, students should be able to explain basic procedures involved in the lease, purchase, and sale of real property.

*Effective Term – Summer 1997 [1997*02]*

BUS 151	People Skills	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course introduces the basic concepts of identity and communication in the business setting. Topics include self-concept, values, communication styles, feelings and emotions, roles versus relationships, and basic assertiveness, listening, and conflict resolution. Upon completion, students should be able to distinguish between unhealthy, self-destructive, communication patterns and healthy, non-destructive, positive communication patterns.

*Effective Term – Summer 1997 [1997*02]*

BUS 152	Human Relations	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course introduces the concepts of effective human interaction in the business work environment. Topics include effective communication techniques, motivation, ego states, stress, and conflict. Upon completion, students should be able to explain the importance of human relations, apply motivational techniques, and implement strategies for resolving work-related conflicts.

*Effective Term – Summer 1997 [1997*02]*

BUS 153 Human Resource Management

3 0 3

Prerequisites: None

Corequisites: None

This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns. *This course is also available through the Virtual Learning Community (VLC).*

*Effective Term – Summer 2007 [2007*02] -- CRC 03/21/07*

BUS 171 Government Contracts

3 0 3

Prerequisites: None

Corequisites: None

This course provides an introduction to the procurement process, concepts, policies and procedures associated with government contracting. Topics include procurement requirements, work specifications, procurement requests, and acquisition work planning. Upon completion, students should be able to demonstrate an understanding of the acquisition and contract management functions.

*Effective Term – Summer 2007 [2007*02] -- CRC 03/21/07*

BUS 173 Procurement Management

3 0 3

Prerequisites: None

Corequisites: None

This course examines purchasing and materials management including function, organization, quality and quantity considerations, pricing policies, supplier selection, and ethical and legal implications. Topics include purchasing procedures, value analysis, inventory control, logistics, capital equipment, budgets, and institutional and governmental purchasing practices. Upon completion, students should be able to demonstrate an understanding of the concepts and techniques of purchasing and materials management.

*Effective Term – Summer 2007 [2007*02] -- CRC 03/21/07*

BUS 175 Contract Negotiations

3 0 3

Prerequisites: None

Corequisites: None

This course covers theory, strategies, techniques and tactics for negotiating contracts, and principles and practices of negotiations for government, corporate or institutional procurements. Topics include preparation and conduct of negotiations and methods of dealing with situations under different types of negotiations. Upon completion, students should be able to effectively negotiate contracts.

*Effective Term – Summer 1997 [1997*02]*

BUS 210 Investment Analysis

3 0 3

Prerequisites: ACC 111 or ACC 120

Corequisites: None

This course examines the concepts related to financial investment and the fundamentals of managing investments. Emphasis is placed on the securities markets, stocks, bond, and mutual funds, as well as tax implications of investment alternatives. Upon completion, students should be able to analyze and interpret investment alternatives and report findings to users of financial information.

*Effective Term – Summer 1997 [1997*02]*

BUS 217	Employment Law and Regs	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course introduces the principle laws and regulations affecting public and private organizations and their employees or prospective employees. Topics include fair employment practices, EEO, affirmative action, and employee rights and protections. Upon completion, students should be able to evaluate organization policy for compliance and assure that decisions are not contrary to law. *This course is also available through the Virtual Learning Community (VLC).*

*Effective Term – Summer 1997 [1997*02]*

BUS 220	Purchasing	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course introduces the purchasing function and explains its role in business. Topics include the legal and ethical aspects of purchasing, quality assurance, and the application of purchasing formulas and methods for cost analysis. Upon completion, students should be able to complete a purchase transaction incorporating legal, ethical, quality, and cost considerations.

*Effective Term – Summer 1997 [1997*02]*

BUS 225	Business Finance	2	2	3
Prerequisites:	ACC 120			
Corequisites:	None			

This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management. *This course is also available through the Virtual Learning Community (VLC).*

*Effective Term – Summer 1997 [1997*02]*

BUS 228	Business Statistics	2	2	3
Prerequisites:	MAT 115, MAT 140, or MAT 161			
Corequisites:	None			

This course introduces the use of statistical methods and tools in evaluating research data for business applications. Emphasis is placed on basic probability, measures of spread and dispersion, central tendency, sampling, regression analysis, and inductive inference. Upon completion, students should be able to apply statistical problem solving to business. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

*Effective Term – Summer 1997 [1997*02]*

BUS 230	Small Business Management	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan. *This course is also available through the Virtual Learning Community (VLC).*

*Effective Term – Summer 1997 [1997*02]*

BUS 231	Computerized Inventory	2	2	3
Prerequisites:	ACC 120 and CIS 110 or CIS 111			
Corequisites:	None			

This course provides an overview of inventory procedures as related to management decisions. Emphasis is placed on general terms, methods, techniques, and computer applications. Upon completion, students should be able to apply inventory principles and processes in the workplace.

*Effective Term – Summer 1997 [1997*02]*

BUS 234	Training and Development	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course covers developing, conducting, and evaluating employee training with attention to adult learning principles. Emphasis is placed on conducting a needs assessment, using various instructional approaches, designing the learning environment, and locating learning resources. Upon completion, students should be able to design, conduct, and evaluate a training program. *This course is also available through the Virtual Learning Community (VLC).*

*Effective Term – Summer 1997 [1997*02]*

BUS 235	Performance Management	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course includes the legal background for performance management and the basic methodology used in developing and validating a performance management system. Emphasis is placed on job analysis, job descriptions, appraisal instruments, and action plans. Upon completion, students should be able to develop, implement, and maintain a comprehensive performance management system.

*Effective Term – Summer 1997 [1997*02]*

BUS 236	Adv Training & Dev	3	0	3
Prerequisites:	BUS 234			
Corequisites:	None			

This course covers the skills necessary for presenting active training programs applying the principles learned in BUS 234. Emphasis is placed on the equipment and materials employed by various media techniques. Upon completion, students should be able to make a variety of presentations based on audience, purpose of presentation, and presentation objectives.

*Effective Term – Summer 1997 [1997*02]*

BUS 237	Current Management Issues	2	0	2
Prerequisites:	None			
Corequisites:	None			

This course introduces current management issues and problems. Emphasis is placed on the management topics and challenges faced by all employees in an organization. Upon completion, students should be able to critically analyze alternative solutions within a team environment.

*Effective Term – Summer 1997 [1997*02]***BUS 238 Integrated Management**

3 0 3

Prerequisites: BUS 137

Corequisites: None

This course provides a management simulation exercise in which students make critical managerial decisions based upon the situations that arise in operating competitive business enterprises. Topics include operations management, forecasting, budgeting, purchasing, facility layout, aggregate planning, and work improvement techniques. Upon completion, students should be able to perform the variety of analytical and decision-making requirements that will be faced in a business. *This course is also available through the Virtual Learning Community (VLC).*

*Effective Term – Summer 1997 [1997*02]***BUS 239 Bus Applications Seminar**

1 2 2

Prerequisites: ACC 120, BUS 115, BUS 137, MKT 120, and either ECO 151, ECO 251 or ECO 252

Corequisites: None

This course is designed as a capstone course for Business Administration majors. Emphasis is placed on decision making in the areas of management, marketing, production, purchasing, and finance. Upon completion, students should be able to apply the techniques, processes, and vital professional skills needed in the work place. *This course is also available through the Virtual Learning Community (VLC).*

*Effective Term – Summer 1997 [1997*02]***BUS 240 Business Ethics**

3 0 3

Prerequisites: None

Corequisites: None

This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society.

*Effective Term – Spring 2006 [2006*01] - CRC 09/28/05***BUS 245 Entrepreneurship II**

3 0 3

Prerequisites: BUS 139

Corequisites: None

This course is designed to allow the student to develop a business plan. Topics include the need for a business plan, sections of the plan, writing the plan, and how to find assistance in preparing the plan. Upon completion, students should be able to design and implement a business plan based on sound entrepreneurship principles.

*Effective Term – Summer 1997 [1997*02]***BUS 251 Business Psychology**

2 0 2

Prerequisites: None

Corequisites: None

This course provides an overview of organizational psychology in a business setting. Topics include employee motivation, organizational structure, leadership, conflict resolution, and job satisfaction. Upon completion, students should be able to interact effectively within a business organization.

*Effective Term – Summer 1997 [1997*02]*

BUS 252	Labor Relations	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course covers the history of the organized labor movement and the contractual relationship between corporate management and employees represented by a union. Topics include labor laws and unfair labor practices, the role of the NLRB, organizational campaigns, certification/decertification elections, and grievance procedures. Upon completion, students should be able to act in a proactive and collaborative manner in an environment where union representation exists. *This course is also available through the Virtual Learning Community (VLC).*

*Effective Term – Summer 1997 [1997*02]*

BUS 253	Leadership and Mgt Skills	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course includes a study of the qualities, behaviors, and personal styles exhibited by leaders. Emphasis is placed on coaching, counseling, team building, and employee involvement. Upon completion, students should be able to identify and exhibit the behaviors needed for organizational effectiveness.

*Effective Term – Summer 1997 [1997*02]*

BUS 254	Advanced People Skills	3	0	3
Prerequisites:	BUS 151			
Corequisites:	None			

This course provides an advanced study of the concepts included in BUS 151. Topics include causes for communication breakdown, behavior styles, and advanced techniques for assertiveness and conflict resolution in the business environment. Upon completion, students should be able to recognize and handle conflict situations and the difficult people who create them.

*Effective Term – Summer 1997 [1997*02]*

BUS 255	Org Behavior in Business	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course covers the impact of different management practices and leadership styles on worker satisfaction and morale, organizational effectiveness, productivity, and profitability. Topics include a discussion of formal and informal organizations, group dynamics, motivation, and managing conflict and change. Upon completion, students should be able to analyze different types of interpersonal situations and determine an appropriate course of action.

*Effective Term – Summer 1997 [1997*02]*

BUS 256	Recruit Select & Per Plan	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course introduces the basic principles involved in managing the employment process. Topics include personnel planning, recruiting, interviewing and screening techniques, maintaining employee records; and voluntary and involuntary separations. Upon completion, students should be able to acquire and retain employees who match position requirements and fulfill organizational objectives. *This course is a unique concentration requirement of the Human Resources Management concentration in the Business Administration program. This course is also available through the Virtual Learning Community (VLC).*

*Effective Term – Summer 1997 [1997*02]*

BUS 257 Testing and Assessment

3 0 3

Prerequisites: None

Corequisites: None

This course presents the tools and techniques human resource managers use for selection, advancement, research, and evaluation. Emphasis is placed on using valid and reliable testing methods, attitude surveys, performance appraisal instruments, and decision-making tools. Upon completion, students should be able to use the methods covered in the course to collect and analyze information for management decision making.

*Effective Term – Summer 1997 [1997*02]*

BUS 258 Compensation and Benefits

3 0 3

Prerequisites: None

Corequisites: None

This course is designed to study the basic concepts of pay and its role in rewarding performance. Topics include wage and salary surveys, job analysis, job evaluation techniques, benefits, and pay-for-performance programs. Upon completion, students should be able to develop and manage a basic compensation system to attract, motivate, and retain employees. *This course is a unique concentration requirement of the Human Resources Management concentration in the Business Administration program. This course is also available through the Virtual Learning Community (VLC).*

*Effective Term – Summer 1997 [1997*02]*

BUS 259 HRM Applications

3 0 3

Prerequisites: BUS 217, BUS 234, BUS 256, and BUS 258

Corequisites: None

This course provides students in the Human Resource Management concentration the opportunity to reinforce their learning experiences from preceding HRM courses. Emphasis is placed on application of day-to-day HRM functions by completing in-basket exercises and through simulations. Upon completion, students should be able to determine the appropriate actions called for by typical events that affect the status of people at work. *This course is a unique concentration requirement of the Human Resources Management concentration in the Business Administration program. This course is also available through the Virtual Learning Community (VLC).*

*Effective Term – Summer 1997 [1997*02]*

BUS 260 Business Communication

3 0 3

Prerequisites: ENG 111

Corequisites: None

This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place. *This course is also available through the Virtual Learning Community (VLC).*

*Effective Term – Summer 1997 [1997*02]*

BUS 261 Diversity in Mgmt

3 0 3

Prerequisites: None

Corequisites: None

This course is designed to help managers recognize the need to incorporate diversity into all phases of organizational management. Topics include self-evaluation, management, sexual harassment, workforce diversity, dual careers, role conflict, and communication issues. Upon completion, students should be able to implement solutions that minimize policies, attitudes, and stereotypical behaviors that block effective team building.

*Effective Term – Summer 1997 [1997*02]*

BUS 270	Professional Development	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course provides basic knowledge of self-improvement techniques as related to success in the professional world. Topics include positive human relations, job-seeking skills, and projecting positive self-image. Upon completion, students should be able to demonstrate competent personal and professional skills necessary to get and keep a job.

*Effective Term – Summer 2007 [2007*02] -- CRC 03/21/07*

BUS 274	Contract Administration	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course covers the technical and fundamental procedures of contract management. Topics include contract oversight, quality assurance, compliance, financing, cost controls, documentation, terminations and disputes, subcontract management, and audit. Upon completion, students should be able to apply the principles of administering contracts.

*Effective Term – Summer 2007 [2007*02] -- CRC 03/21/07*

BUS 276	Government Contract Law	3	0	3
Prerequisites:	BUS 115			
Corequisites:	None			

This course provides an introduction to government contract law, contract clauses and provisions, and legal aspects associated with contracting. Topics include contractual relationships with the federal government, state and municipal agencies, contract formation, governmental liability, and the dispute process. Upon completion, students should be able to apply ethical issues and laws covered to procurement and contract management decisions.

*Effective Term – Summer 2007 [2007*02] -- CRC 03/21/07*

BUS 278	Contract Cost and Pricing	3	0	3
Prerequisites:	BUS 121			
Corequisites:	None			

This course covers the establishment and administration of equitable costing and pricing systems in contracting for goods and services. Emphasis is placed on determining total price and estimating the elements of cost including labor, materials, indirect costs, and profit. Upon completion, students should be able to apply cost and pricing techniques to procurement and contracting issues.

*Effective Term – Summer 1997 [1997*02]*

BUS 280	REAL Small Business	4	0	4
Prerequisites:	None			
Corequisites:	None			

This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time management, and day-to-day activities of owning/operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding.

*Effective Term – Summer 1997 [1997*02]*

BUS 285 Business Management Issues

2 2 3

Prerequisites: BUS 137

Corequisites: None

This course covers contemporary issues that affect successful businesses and their managers and employees. Emphasis is placed on using case studies and exercises to develop analytical and problem-solving skills, ethics, quality management concepts, team skills, and effective communication. Upon completion, students should be able to apply the specific knowledge and skills covered to become more effective managers and employees.

See the SEL and SEM prefixes for generic Selected Topics and Seminar course descriptions.