

# COURSES

## BUSINESS

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### **BUS-110 Introduction to Business**

**Lec 3 Lab 0 Clinic 0 Credit 3**

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.

**Co-Requisites:** None

**Pre-Requisites:** None

### **BUS-115 Business Law I**

**Lec 3 Lab 0 Clinic 0 Credit 3**

This course introduces the student to the legal and ethical framework of business. Contracts, negotiable instruments, the law of sales, torts, crimes, constitutional law, the Uniform Commercial Code, and the court systems are examined. Upon completion the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them.

**Co-Requisites:** None

**Pre-Requisites:** None

### **BUS-125 Personal Finance**

**Lec 3 Lab 0 Clinic 0 Credit 3**

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.

**Co-Requisites:** None

**Pre-Requisites:** None

### **BUS-137 Principles of Management**

**Lec 3 Lab 0 Clinic 0 Credit 3**

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.

**Co-Requisites:** None

**Pre-Requisites:** None

### **BUS-151 People Skills**

**Lec 3 Lab 0 Clinic 0 Credit 3**

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.

**Co-Requisites:** None

**Pre-Requisites:** None

### **BUS-153 Human Resource Management**

**Lec 3 Lab 0 Clinic 0 Credit 3**

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.

**Co-Requisites:** None

**Pre-Requisites:** None

### **BUS-230 Small Business Management**

**Lec 3 Lab 0 Clinic 0 Credit 3**

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.

**Co-Requisites:** None

**Pre-Requisites:** None

**BUS-234 Training and Development****Lec 3 Lab 0 Clinic 0 Credit 3**

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.

**Co-Requisites:** None**Pre-Requisites:** None**BUS-253 Leadership and Management Skills****Lec 3 Lab 0 Clinic 0 Credit 3**

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.

**Co-Requisites:** None**Pre-Requisites:** None**BUS-255 Organizational Behavior in Business****Lec 3 Lab 0 Clinic 0 Credit 3**

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.

**Co-Requisites:** None**Pre-Requisites:** None