

SUBJECTS AND COURSES

COURSE DESCRIPTIONS - BUSINESS (BUS)

BUS 100 Introduction to Business

This is a survey course designed to acquaint the student with American business as a dynamic process in a global setting. Topics include the private enterprise system, forms of business ownership, marketing, factors of production, personnel, labor, finance, and taxation.

3 Credit Hours

BUS 146 Personal Finance

This is a survey course related to managing personal finance. Topics include personal financial planning, money management, taxes, consumer credit, insurance, investments, retirement planning, and estate planning.

NaN Credit Hours

BUS 147 Introduction to Finance

This course is a survey of monetary and credit systems. Topics include the role of the Federal Reserve System, sources of capital, including forms of long-term corporate financing, and consumer credit in the financial structure of our economy.

3 Credit Hours

BUS 150 Business Math

This course is a study of practical business mathematics. Topics include fundamental processes of arithmetic with emphasis on decimals and percentages, markup, discounts, bank reconciliation, simple and compound interest discounting notes, depreciation methods, and present value. Prerequisite: None Code: C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

3 Credit Hours

BUS 188 Personal Development

This course provides strategies for personal and professional development. Topics include business etiquette, personal appearance, interviewing techniques, and development of a self-concept necessary for business success.

1 Credit Hour

BUS 190 Intro to Business Grant Writing

This course is a part of a series of workshops wherein current topics of interest are presented. They are offered upon demand and can be tailored to the needs of individuals, business and industry.

3 Credit Hours

BUS 191 Intro to Business Investments

CODE - C PREREQUISITE: As required by program. This course provides students with knowledge of various methods and instruments for business investments.

3 Credit Hours

BUS 210 Introduction to Accounting

PREREQUISITE: As required by program. This course is an introduction to accounting and financial reporting concepts and the use of accounting information for financial and managerial decisions. Information is presented from a financial statement user approach.

3 Credit Hours

BUS 215 Business Communication

This course covers written, oral, and nonverbal communications. Topics include the application of communication principles to the production of clear, correct, and logically organized faxes, e-mail, memos, letters, resumes, reports and other business communications.

3 Credit Hours

BUS 241 Principles of Accounting I

This course is designed to provide a basic theory of accounting principles and practices used by service and merchandising enterprises. Emphasis is placed on financial accounting, including the accounting cycle, and financial statement preparation and analysis.

3 Credit Hours

BUS 242 Prin of Accounting II

BUS-241(Principles of Accounting I) with a grade of C or higher

This course is a continuation of BUS 241. In addition to a study of financial accounting, this course also places emphasis upon managerial accounting, with coverage of corporations, statement analysis, introductory cost accounting, and use of information for planning, control, and decision making. Additional topics in managerial accounting may be included.

3 Credit Hours

BUS 245 Accounting with QuickBooks

PREREQUISITE: As required by college. COREQUISITES: As required by college. This course will introduce students to computerized accounting systems using QuickBooks. Students will set up and perform routine tasks such as recording business transactions, maintaining customer and vendor files, vouchering, controlling inventory, processing sales, maintaining fixed asset and depreciation schedules, and preparing payroll. Additional procedures covered include setting up a chart of accounts, summarizing data, generating financial reports and banking transactions.

NaN Credit Hours

BUS 246 Acct on the Microcomputer

This course utilizes the microcomputer in a study of accounting principles and practices. Emphasis is on the preparation and analysis of financial statements, measuring business activity, and making rational business decisions.

3 Credit Hours

BUS 248 Managerial Accounting

BUS-242(Prin of Accounting II) with a grade of C or higher

This course is designed to familiarize the student with management concepts and techniques of industrial accounting procedures. Emphasis is placed on cost behavior, contribution approach to decision-making, budgeting, overhead analysis, cost-volume-profit analysis, and cost accounting systems.

3 Credit Hours

BUS 263 The Legal and Social Environ

This course provides an overview of the legal and social environment for business operations with emphasis on contemporary issues and their subsequent impact on business. Topics include the Constitution, the Bill of Rights, the legislative process, civil and criminal law, administrative agencies, trade regulations, consumer protection, contracts, employment and personal property.

3 Credit Hours

BUS 271 Business Statistics

This is an introductory study of basic statistical concepts applied to economic and business problems. Topics include the collection, classification, and presentation of data, statistical description and analysis of data, measures of central tendency and dispersion, elementary probability, sampling, estimating and introduction to hypothesis testing.

3 Credit Hours

BUS 272 Business Statistics II

BUS-271(Business Statistics) with a grade of C or higher

This course is a continuation of BUS 271. Topics include sampling theory, statistical inference, regression and correlation, chi square, analysis of variance, time series index numbers, and decision theory.

3 Credit Hours

BUS 275 Prin of Management

This course provides a basic study of the principles of management. Topics include planning, organizing, staffing, directing, and controlling with emphasis on practical business applications.

3 Credit Hours

BUS 276 Human Resource Management

This course provides an overview of the responsibilities of the supervisor of human resources. Topics include the selection, placement, testing, orientation, training, rating, promotion, and transfer of employees.

3 Credit Hours

BUS 277 Current Trends in Business

CODE - C PREREQUISITE: As required by program. This course offers study of current problems, issues, and developments in the area of business. Students are guided through individual projects and outside research related to their areas of concentration and employment training. **NaN Credit Hours**

BUS 279 Small Business Management

This course provides an overview of the creation and operation of a small business. Topics include buying a franchise, starting a business, identifying capital resources, understanding markets, managing customer credit, managing accounting systems, budgeting systems, inventory systems, purchasing insurance, and the importance of appropriate legal counsel. **3 Credit Hours**

BUS 285 Principles of Marketing

This course provides a general overview of the field of marketing. Topics include marketing strategies, channels of distribution, marketing research, and consumer behavior. **3 Credit Hours**

BUS 296 Business Internship

This course allows the student to apply knowledge and skills in a real-world workplace. Evaluation is based upon a well-developed portfolio, job-site visits by the instructor, the employer's evaluation of the student, and the development and assessment by the student of a learning contract. **3 Credit Hours**

BUS 298 Direct Stud:Gov't Acctg

CODE - C PREREQUISITE: As required by program. This course offers independent study under faculty supervision. Emphasis is placed on subject relevancy and student interest and need. **NaN Credit Hours**