

# BUSINESS MANAGEMENT & ADMINISTRATION (BUS)

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## **BUS 100. Introduction To Business. (3 Credits)**

Exposes students to the functions and topics of modern business, including economics, management, finance, accounting, marketing, production, international business, small business, and other areas of general business interest. Guides students in establishing a viable business vocabulary, fostering critical and analytical thinking, and refining business decision-making skills. Lecture 3 hours per week. Total 3 hours per week.

## **BUS 118. Concepts of Supervision. (3 Credits)**

Teaches the five functions of management: planning, organizing, staffing, directing and controlling. Includes instruction in leadership skills, problem-solving and decision-making, effective communications, dealing with conflict and employee relations, time management, delegation, and motivation. Lecture 3 hours per week. Total 3 hours per week.

## **BUS 165. Small Business Management. (3 Credits)**

Identifies management concerns unique to small businesses. Introduces the requirements necessary to initiate a small business, and identifies the elements comprising a business plan. Presents information establishing financial and administrative controls, developing a marketing strategy, managing business operations, and the legal and government relationships specific to small businesses. Lecture 3 hours per week. Total 3 hours per week.

## **BUS 196. On-Site Training. (3 Credits)**

Specializes in career orientation and training program without pay in selected businesses and industry, supervised and coordinated by the college. Credit/work ratio not to exceed 1:5 hours. May be repeated for credit.

## **BUS 198. Seminar and Project. (3 Credits)**

Requires completion of a project or research report related to the student's occupational objectives and a study of approaches to the selection and pursuit of career opportunities in the field. May be repeated for credit. Variable hours.

## **BUS 200. Principles of Management. (3 Credits)**

Teaches management and the management functions of planning, organizing, leading, and controlling. Focuses on application of management principles to realistic situations managers encounter as they attempt to achieve organizational objectives. Lecture 3 hours per week. Total 3 hours per week.

## **BUS 205. Human Resource Management. (3 Credits)**

Introduces employment, selection, and placement of personnel, forecasting, job analysis, job descriptions, training methods and programs, employee evaluation systems, compensation, benefits, and labor relations. Lecture 3 hours per week. Total 3 hours per week.

## **BUS 224. Business Statistics. (3 Credits)**

Introduces methods of probability assessment and statistical inference. Includes data presentation; descriptive statistics; basic probability concepts; discrete and continuous probability distributions; decision theory; estimation and sampling distributions; Central Limit Theorem; simple linear regression and hypothesis testing for a single sample or population. Emphasizes business and economic applications. Utilizes computer software as a tool for problem-solving. Lecture 3 hours Total 3 hours per week. Prerequisite: MTH 161.

## **BUS 227. Business Analytics. (3 Credits)**

Includes overview of quantitative methods in business decision-making, simple and multiple regression and correlation analysis, time series analysis and business forecasting, decision analysis, linear programming, transportation and assignment methods, and network models. May include computer applications. Students will be required to use computer applications. Lecture 3 hours. Total 3 hours per week. Prerequisite: BUS 224 or MTH 245 AND (MTH 263 or MTH 261).

## **BUS 240. Introduction to Business Law. (3 Credits)**

Provides an introduction to the American legal system and the use of law to achieve economic and social goals. Highlights ethical principles and legal reasoning underlying the rights and obligations of business relationships and their effect on business decision-making. Emphasizes fundamental principles of government regulation and the court system, constitutional law, torts, criminal law, contracts, agency, employment, and property law. Lecture 3 hours per week. Total 3 hours per week.

## **BUS 242. Business Law II. (3 Credits)**

Focuses on business organization and dissolution, bankruptcy and Uniform Commercial Code. Introduces international law and the emerging fields of E-Commerce and Internet Law. Lecture 3 hours per week. Total 3 hours per week.

## **BUS 260. Planning for Small Business. (3 Credits)**

Provides knowledge of the development of a business plan, which can be used to acquire capital and serve as a management guide. Combines knowledge that has been acquired in the areas of planning, management, and finance using pro forma statements and marketing. Covers internet searching techniques. Recommended as a capstone course. Lecture 3 hours per week.

## **BUS 270. Interpersonal Dynamics. (3 Credits)**

Focuses on intra- and interpersonal effectiveness in the business organization. Includes topics such as planning and running effective meetings, networking and politicking, coaching and mentoring, making effective and ethical decisions, developing interpersonal skills that are essential to effective managers, and to improve skills in verbal, non-verbal and written communication. Lecture 3 hours per week. Total 3 hours per week.

**BUS 280. Introduction to International Business. (3 Credits)**

Provides an introduction to the theoretical principles and practices of the global business environment. Examines the functions of international business in the economy, international and transnational marketing, production, and financial operations. Lecture 3 hours per week. Total 3 hours per week. Prerequisite: BUS 100 or departmental approval.