
COURSE DESCRIPTIONS BY COURSE DISCIPLINE PREFIX

BUSINESS COMMUNICATION

BUS-260	Business Communication	3 (3-0)	Spring Fall
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Prerequisites: ENG-111^S

Corequisites:

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. (2014 SP)

BUSINESS FINANCE

BUS-225	Business Finance	3 (2-2)	Spring Fall
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Prerequisites: ACC-120^L

Corequisites:

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. (1997 SU)

BUSINESS LAW I

BUS-115	Business Law I	3 (3-0)	Spring Fall
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Prerequisites: ENG-025^L

Corequisites:

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. (2015 FA) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

BUSINESS MATH

BUS-121	Business Math	3 (2-2)	Spring Fall
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Prerequisites: ENG-025^L; MAT-025^L

Corequisites:

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. (1997 SU)

ENTREPRENEURSHIP I

BUS-139 Entrepreneurship I 3 (3-0) Fall

Prerequisites: ENG-025^L

Corequisites:

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. (2008 FA)

HUMAN RESOURCE MANAGEMENT

**BUS-153 Human Resource Management 3 (3-0) Spring
Fall**

Prerequisites: ENG-025^L

Corequisites:

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. (1997 SU)

INTRODUCTION TO BUSINESS

**BUS-110 Introduction to Business 3 (3-0) Summer
Spring
Fall**

Prerequisites: ENG-025^L

Corequisites:

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. (2015 FA) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

ORG BEHAVIOR IN BUSINESS

**BUS-255 Org Behavior in Business 3 (3-0) Spring
Fall**

Prerequisites: ENG-025^L

Corequisites:

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. (1997 SU)

PEOPLE SKILLS

BUS-151 **People Skills** **3 (3-0)** **Spring
Fall**

Prerequisites:**Corequisites:**

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. (1997 SU)

PERSONAL FINANCE

BUS-125 **Personal Finance** **3 (3-0)** **Spring
Fall**

Prerequisites: ENG-025^L

Corequisites:

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. (1997 SU)

PRINCIPLES OF MANAGEMENT

BUS-137 **Principles of Management** **3 (3-0)** **Summer
Spring
Fall**

Prerequisites: ENG-025^L

Corequisites:

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. (2015 FA) This course has been approved to satisfy the following requirement(s): | Premajor and/or Elective course for A.A. and A.S.

SMALL BUSINESS MANAGEMENT

BUS-230 **Small Business Management** **3 (3-0)** **Spring**

Prerequisites: ENG-025^L

Corequisites:

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. (1997 SU)

SURVEY OF REAL ESTATE

BUS-148 Survey of Real Estate**3 (3-0) Fall****Prerequisites:****Corequisites:**

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. (1997 SU)