

# Business

## BUS 111 Introduction to Business (3 credit, 3 lecture, 0 lab)

A survey of business principles including economics, management, business operations, marketing, finance, accounting, data processing and international business. Provides a basic foundation for the business student; also recommended for non-business majors.

## BUS 115 Keyboarding I (1 credit, 1 lecture, 0 lab)

Designed to give the student skill at operating a typewriter or computer keyboard by the touch method.

## BUS 116 Customer Service Skills (1 credit, 1 lecture, 0 lab)

Provides knowledge and skills needed for giving quality customer service. Develops communication skills to use with employees, customers, and managers. Introduces methods of establishing contact, exploring customer needs, defining and resolving problems, and closing encounters. May be repeatable three times and offered as variable credit.

## BUS 118 Business Software Applications (3 credit, 3 lecture, 0 lab)

A study of current software applications used in the business world. Training in the use of microcomputer processing packages on the basis of demand within local markets. Repeatable 3 times.

## BUS 131 Beginning Word Processing (3 credit, 3 lecture, 0 lab)

Presentation of touch method of keyboarding with emphasis on correct technique, speed, and accuracy. Production of business letters, tables, and manuscripts. Basic word processing software functions on the computer. No prerequisite: Students who have had one year of high school word processing should consult a counselor before enrolling.

## BUS 132 Word Processing (3 credit, 3 lecture, 0 lab)

Provides students with word processing software skills. Production of business letters, memos, tables, and reports. Emphasis on producing office documents and production skills. **Pre-Requisite:** BUS 115 and IT 119 or equivalent or instructor consent.

## BUS 133 Business Communications (3 credit, 3 lecture, 0 lab)

Principles and practices in written and oral business communications. Development of the ability to use words and correct grammatical construction in oral and written business expression; the principles of planning, organizing, and writing effective communications; the refinement of listening skills; the development of human relation skills; and employment correspondence and employment practices.

**Pre-Requisite:** ENG 121.

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## BUS 134 Personal Finance (3 credit, 3 lecture, 0 lab)

Designed to empower students with the knowledge and skills necessary to develop a solid understanding of personal financial matters. Students will be equipped to develop successful habits and make practical life choices necessary for success in business and personal life.

## BUS 135 Payroll Accounting (1 credit, 1 lecture, 0 lab)

Emphasizes the method of computing wages and salaries, payroll records, and the preparation of government reports.

## BUS 171 Records Management (2 credit, 2 lecture, 0 lab)

Emphasizes the need for a records department with sufficient authority and control to make the functions of filing and record keeping distinct in the organization structure.

## BUS 190 Introductory Accounting (2 credit, 2 lecture, 0 lab)

An introduction to basic bookkeeping and accounting principles. Procedural details of accounting for the accumulation of information and generation of financial reports will be covered. Will not count as graduation credit for Business Management/Accounting students.

## BUS 191 Financial Accounting (3 credit, 3 lecture, 0 lab)

### IAI BUS 903

Presentation of accounting as an information system that produces summary financial statements, primarily for users external to a business or other enterprise. Students study the common transactions entered into by service and merchandising businesses. The emphasis is on understanding and applying basic accounting principles and other concepts that guide the reporting of the effect of transactions on the financial condition and operating results of a business. How to prepare, analyze and interpret historical financial statements, as well, and the limitations of using these in making forward-looking business decisions is included. The primary content emphasis will be accounting for current assets and liabilities, long-term assets and liabilities, and the stockholder's equity section of corporate balance sheets.

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## BUS 192 Managerial Accounting (3 credit, 3 lecture, 0 lab)

IAI BUS 904

Presents accounting as a system of producing information for use in internally managing a business. The course emphasizes the identification, accumulation, and interpretation of information for planning, controlling and evaluating the performance of the separate components of a business. Included is the identification and measurement of the costs of producing goods or services and how to analyze and control these costs. Decision models commonly used in making specific short- and long-term business decisions also are included. **Pre-Requisite:** BUS 191.

## BUS 193 Computerized Accounting (3 credit, 3 lecture, 0 lab)

Provides students with experience using a computerized accounting system. Accounting activities using integrated accounting software: general ledger, accounts receivable, accounts payable, financial statement analysis and spreadsheet applications for accounting. Pre-Requisite: BUS 191 and IT 119.

## BUS 234 Office Systems Management (3 credit, 3 lecture, 0 lab)

The principles of automated office systems as applied to office systems management. Emphasis is on the role of the automated office in the business organization. Automation/technology, office system planning, physical facilities, equipment and human resources will be discussed. **Pre-Requisite:** BUS 111 and ENG 121.

## BUS 235 Human Resource Management (3 credit, 3 lecture, 0 lab)

An introductory course in the basic principles of organization for effective personnel management. Selecting and training employees, planning and assigning work, human relations involving motivation, maintaining morale, and special problems are studied. Coordinated with courses involving field operations to provide exercises in which students direct the efforts of their fellow students.

## BUS 236 Spreadsheet Applications (3 credit, 3 lecture, 0 lab)

Designed to give the student a working knowledge of basic business math calculations using spreadsheet software.

## BUS 256 Business Career Development (2 credit, 2 lecture, 0 lab)

Designed to enhance the student's business career development skills. Personal skills, health & hygiene, image development, interpersonal communication skills, job search strategies, ethics and advancement in business careers.

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## BUS 258 Electronic Communications (3 credit, 3 lecture, 0 lab)

An introduction to the electronic communications field. Covers a wide range of telecommunication technologies including data, voice, message/text, image/video, and Internet communications. **Pre-Requisite:** IT 119.

## BUS 259 Small Business Management (3 credit, 3 lecture, 0 lab)

Designed as an overview of small business operation as a career. Personal requirements of entrepreneurship, benefits, and liabilities of self-employment, the pre-operational considerations of product or service need, financial requirements, organizational systems, and the legal and governmental controls affecting small business operation.

## BUS 271 Business Organization & Management (3 credit, 3 lecture, 0 lab)

Provides a study of business organization, management theory, and practice. Major emphasis placed on the study of the four functions of management: planning, organizing, leading, and controlling. **Pre-Requisite:** BUS 111 and ENG 121. Keyboarding skills required.

## BUS 273 Business Internship (5 credit, 0 lecture, 25 lab)

Provides a practical work experience in which the student works in a business setting. Student is assigned to an approved business training station for a minimum of 5 hours per week of supervised business experience in an area relating to his/her declared vocational objective. Requires a minimum of 75 internship clock hours per hour of college credit. **Pre-Requisite:** Sophomore business major and instructor approval.

## BUS 274 Business Finance (3 credit, 3 lecture, 0 lab)

A study of the monetary and credit system of the U.S. and how it operates to meet the demands of business for long-term and short-term credit. Budgeting and financial planning, the factors affecting the supply of money and monetary and credit policies. **Pre-Requisite:** BUS 191.

## BUS 276 Marketing (3 credit, 3 lecture, 0 lab)

A general survey of the field of marketing including marketing functions, channels of distribution, marketing institutions, agencies and principles and policies of merchandising.

## BUS 278 Sales (3 credit, 3 lecture, 0 lab)

A course in general salesmanship involving the principles of successful selling of goods and services. Buying motives, sales psychology, customer approach, and sales techniques.

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## BUS 290 Selected Topics In Business (3 credit, 3 lecture, 0 lab)

An in-depth study of selected problems or topics in business. The exact content and instructional methodology will vary from semester to semester depending on the subject to be studied. A syllabus or course outline containing additional information will be available with pre-registration materials each time the course is offered. This course may be offered as variable credit and repeated three times.

## BUS 293 Business Simulation (2 credit, 2 lecture, 0 lab)

Software simulation to allow students to learn by doing. Includes decision making, planning, and implementing decisions in a simulated business environment. Finance, marketing, and production decisions included. **Pre-Requisite:** Instructor consent.

## BUS 297 Business Law I (3 credit, 3 lecture, 0 lab)

Introduction to the legal system as it affects business activity. Areas of concentration include formation and nature of contracts, the agency relationships, and the Uniform Commercial Code Law of Sales and Commercial Paper

## BUS 298 Legal & Social Environment of Business (3 credit, 3 lecture, 0 lab)

A study of the legal and social environment of business, with emphases on business ethics and corporate social responsibilities. Areas of concentration include governmental regulation of business, securities law, consumer protection law, labor law, and employment law. **Pre-Requisite:** BUS 297.