

Business

(See also Economics, and Transportation, Warehousing, and Logistics)

BUS 101

Introduction to Modern Business

Prerequisite: Placement into ENG 099 or higher

3 lectures per week: 3 hrs credit

This course is designed to provide an overview of business and the environment in which it operates. The topics studied include organization of business, business environment, management and organization of business, managing employees, marketing, financial management, information for business strategy, and special topics. Students develop a business plan.

BUS 103

Business Mathematics

Prerequisite: Math 085 with a C or better or qualifying score on the Math Placement Test.

3 lectures per week: 3 hrs credit

This course emphasizes development of skill in handling the mathematics of business transactions in business and as consumers. Included are fundamental processes of percentage, discounts, profit and loss, net present value, annuities, simple and compound interest, and payroll taxes as well as depreciation and inventories.

BUS 105

Human Relations

Prerequisite: None

3 lectures per week: 3 hrs credit

This course teaches how to develop and maintain positive and productive relationships in the workplace. Students learn how, as managers, to provide a better quality of work life for employees. They also learn communication skills, how to conduct meetings, how to properly delegate, theories of motivation and leadership, and problem-solving skills.

BUS 107

Bookkeeping and Procedural Accounting

Prerequisite: None

3 lectures per week: 3 hrs credit

This course emphasizes how to keep records rather than how to analyze them. Work is devoted to developing procedures within the framework of acceptable accounting concepts. Students also acquire the vocabulary necessary to understand communications with others in the field.

BUS 109

Principles of Supervision

Prerequisite: None

3 lectures per week: 3 hrs credit

This course examines the principles of planning, organizing, directing and controlling the work of others by first-level managers. Real world applications and productivity are emphasized.

BUS 120

Sales

Prerequisite: None

3 lectures per week: 3 hrs credit

This course is a study of the sales process and the psychology involved in the sales process. Special emphasis is given to application of sales techniques and management of sales campaigns. Emphasis is also placed on student oral presentations and research.

BUS 127

Business Communications

Prerequisite: ENG 101 or consent of instructor

3 lectures per week: 3 hrs credit

This course offers a comprehensive study of the types of communications used in business with special emphasis on written communication. The course teaches how to write a business memo, letter, and report. Everything from layout to content is covered, as are such things as proper listening, semantics, and psychology of business communication, and tips which make writing easier and more professional.

BUS 131 (IAI: BUS 903)

Financial Accounting

Prerequisite: Placement into ENG 099 or higher

4 lectures per week: 4 hrs credit

This is an introduction to financial accounting and the communication of relevant information to external parties. It includes the development of the accounting model, internal control, measurement processes, data classification, and terminology. Interpretation and use of the resultant financial statements are emphasized. Sole proprietorships, corporations, service businesses, and merchandisers are covered. The additional feature of this course is the inclusion of computer applications.

BUS 132 (IAI: BUS 904)

Managerial Accounting

Prerequisite: BUS 131

3 lectures per week: 3 hrs credit

This is an introduction to managerial accounting emphasizing information required for internal decision making. The fundamentals of product costing, cost/volume/profit analysis, absorption costing, variable costing, budgeting, standard costs, variance analysis, cost control, responsibility accounting, short-run decision analyses, capital budgeting, activity-based costing, just-in-time concepts, and quality management are included.

BUS 138**Accounting Software I**

Prerequisite: BUS 107 or BUS 131

1.5 lecture hrs per week: 1.5 hrs credit

This is an introductory course in the use of commercial microcomputer accounting software applications. General ledger, financial statements, customer, vendor, payroll, and inventory applications are included.

BUS 139**Accounting Software II**

Prerequisite: BUS 107 or 131

1.5 lecture hrs per week: 1.5 hrs credit

This course continues the study of commercial microcomputer accounting software applications. General ledger, financial statements, customer, vendor, payroll, and inventory applications are included.

BUS 165**Personal Asset Management**

Prerequisite: None

3 lectures per week: 3 hrs credit

This course is a study of investment vehicles and the securities market. The content includes a study of stocks, bonds, money market instruments, mutual funds, and real estate; what they are used for and how; why and when they should be traded; who should invest in them; how interest rates affect them; investment strategies; and how a portfolio should be managed. The course also informs students of their financial responsibilities, helps them to develop strategies for managing their debt, and explores skills for the wise use of credit.

BUS 170**Small Business Management**

Prerequisite: None

3 lectures per week: 3 hrs credit

This course provides a study of the steps in founding, organizing, financing, developing, operating, and managing a small business firm. The course also includes a study of the planning, budgeting, purchasing, inventory control, hiring, supervision, advertising, promotion, selling, record keeping, taxation, risk management, and other topics as they pertain to the small business firm.

BUS 201**Business Law**

Prerequisite: Placement into ENG 099 or higher

3 lectures per week: 3 hrs credit

This course emphasizes the development of law and effects on transacting business. Specifically, it deals with settlement of disputes, torts, contract sales, product liability, and breach of contracts. Also included are agency and the duties and responsibilities of an agent contract.

BUS 209**Supervisors as Trainers**

Prerequisite: None

3 lectures per week: 3 hrs credit

This course presents principles, practices, and basic methods of instruction as related to business and industry. Emphasis is on the supervisor as a trainer.

BUS 210**Business Law and Its Environment**

Prerequisite: Placement into ENG 099 or higher

3 lectures per week: 3 hrs credit

This course provides a broad and general overview of legal precepts concerning personal property and its liability, forms of business organization and the regulations governing them, and consumer protection as it affects business.

BUS 240 (IAI: M1 902; BUS 901)**Elementary Statistics**

Prerequisite: MATH 151 or qualifying score on Math Placement Test

4 lectures per week: 4 hrs credit

This is an introductory course in probability and statistics. Topics covered in the course include frequency distributions, percentiles, measures of central tendency, measures of dispersion, standard deviation, correlation, probability, line of regression, statistical inferences, the binomial distribution, the t-distribution, and the chi-square distribution. Computer software such as minitab is used. A comprehensive project is assigned. Students who complete this course cannot also receive credit for MATH 115 and 153. (same as MATH 153)

BUS 241**Principles of Management**

Prerequisite: None

3 lectures per week: 3 hrs credit

This course introduces the concept of the managerial functions in the modern business enterprise including the presentation and development of managerial principles in all activities, most specifically in the business enterprise. Basic management philosophies and theories are presented in relation to planning, organizing, staffing, directing, and controlling. Attention is given to basic management concepts and applications of motivation in the formal and informal organizational structures. Discussions and case studies are directed toward management theory and practice.

BUS 242

Human Resources Management

Prerequisite: None

3 lectures per week: 3 hrs credit

Modern concepts of supervisory principles and practice are studied. Emphasis is on the human relations aspects of supervision, as well as on the functions of staffing, training, compensation, employee services, fringe benefits, health and safety, job evaluation, and industrial relations. Role playing and case studies supplement the course.

BUS 251

Principles of Marketing

Prerequisite: None

3 lectures per week: 3 hrs credit

This survey course presents the concepts, principles and functions of marketing in the dynamic business and economic environment. Emphasis is on the understanding of channels of distribution, marketing costs, motivations, and pricing. Planning policies and strategies also are studied, and casework is used as a supplement.

BUS 261 (IAI: MC 912)

Advertising

Prerequisite: Placement into ENG 099 or higher

3 lectures per week: 3 hrs credit

This course is a survey of social and economic aspects of advertising, the advertising cycle, kinds of advertising, selection of media, costs, analysis of copy and displays, format, layout, labels, trademarks, slogans, campaigns, and measurement of results. Students prepare magazine and advertising copy.

BUS 287

E-Business

Prerequisite: BUS 101

3 lectures per week: 3 hrs credit

This course is designed to provide an overview of how business can profit from current technology, primarily the Internet. Topics studied include e-business versus e-commerce, foundations of e-business, business to business electronic commerce, e-business legal issues, electronic payment systems, and e-business strategy and implementation.

BUS 298

Seminar

Prerequisite: Consent of Coordinator

1 lecture per week: 1 hr credit

This seminar is taken in conjunction with BUS 299, Internship. The content of the seminar relates to internship work which is correlated with students' fields of study.

BUS 299

Internship

Prerequisite: Consent of Coordinator

15 lab hrs per week: 3 hrs credit (variable credit)

The student internship allows students to earn variable amounts of college credits for managerial responsibilities while working in commerce or industry. A formalized work training program is structured to allow supervision by both the employer and the College's coordinator. The internship work should be directly related to students' fields of study.

CAD/Mechanical Design Technology

CADMD 141

Technical Drafting I

Prerequisite: None

2 lectures, 2 lab hrs per week: 3 hrs credit

A beginning course in drafting for students who have little or no drafting experience. Principal objectives are basic understanding of orthographic, isometric, and assembly working drawings; understanding the principles and applications of descriptive geometry; experience in using handbooks and other resource materials; and use of simplified drafting practices in industry. ASA standards are stressed. Interpretation of industrial sketches and prints is introduced to emphasize accepted drawing practices.

CADMD 201

Mechanical Layout and Design I

Prerequisite: CADMD 141

2 lectures, 2 lab hrs per week: 3 hrs credit

An advanced course in graphics for all students taking the mechanical design curriculum. The instructional unit provides experience in mechanical layout and design. Design problems require solution by math, graphics, and creative imagination. Experience also is given in industrial filing systems, engineering specifications, blueprint corrections, manufacturing processes, and other products.

CADMD 203

Statics and Strength of Materials

Prerequisite: TECH 109

4 lectures per week: 4 hrs credit

A study of the stress and deformation of mechanical parts and structural members. The properties of materials, the geometry of parts, and the type of loading are considered for the design of shafts, beams, columns, and welded joints based on both strength and stiffness requirements. Methods of analyzing force systems, shear and moment diagrams, and the concepts of deflections and moments of inertia on an area are also covered by the course. This course is calculator based.