

Business (BUS)

(Business Department)

BUS 101—Business Mathematics

3 cr. (Fall/Spring)

This course is required by various A.A.S. degrees in business and can be used as an elective in others. This course will emphasize the use of business terminology and the solving of business problems using decimals and percentages. Topics that are covered in this course include, but are not limited to, the following: gross and net payroll calculations; markup and markdown; trade discounts and cash discounts; simple interest, compound interest, and ordinary annuities.

Prerequisite: Successful completion (DVP) of MAT 020 or successful completion (DVP) of MAT 040 or placement into MAT 092 or higher.

Note: This course cannot be used to fulfill the math/science requirement for any degree

BUS 103—Introduction to Business

3 cr. (Fall/Spring)

In this analysis of current business practices, the following topics are examined: a comparison of economic systems, forms of ownership, small business, social responsibility, management and organization, finance and investment, marketing, human resources, and international business. Topical issues are used to reinforce terminology and concepts. It is advised that business students take this course in their first semester as it is designed to provide a foundation for other business courses.

BUS 105—Business and Contemporary Economic Issues

3 cr. (Fall/Spring)

Emphasis is placed on current business economic policy issues as applied to the roles of government and the consumer. The course is structured to help both enlighten and sharpen the student's awareness of current economic problems and business issues in today's dynamic environment. Major emphasis is placed on inflation, unemployment, social security, health care, deficits, debt, global trade, and monetary and fiscal policy. (G3A)

BUS 161—Computer Applications for Business

3 lect., 3 cr. (Fall/Spring)

This course focuses on how communication, decision-making and critical thinking can be facilitated by the use of Microsoft Office Software. Students learn to use the computer as a tool using Microsoft Office applications- Word, PowerPoint, Excel and Access. Concentration is on Excel and Word. The Internet is used as a research and communication tool. Students create and use a variety of spreadsheets, word processing documents, mail merge documents, databases, electronic presentations and reports as part of a simulated business environment. This course supports the concepts needed in other required business courses. This course requires computer use outside the classroom.

Prerequisite: Successful completion (DVP) of MAT 020 or successful completion (DVP) of MAT 040 or placement into MAT 092 or higher.

BUS 201—Business Law 1

3 cr. (Fall/Spring)

Emphasis is placed on the principles and the language of the law governing business transactions. Topics include the background of law, the law of contracts, and the law of agency.

BUS 202—Business Law 2

3 cr. (Fall/Spring)

This course deals with negotiable instruments; partnerships and corporations; and real and personal property.

Prerequisite: BUS 201

BUS 203—Business Communications

3 cr. (Fall/Spring)

This course provides a managerial approach toward practice in solving business and professional communication problems, in making decisions involving selection and organization of content and in choosing an appropriate method for presentation of information.

The use of technology and collaboration to enhance the effectiveness of business communications is explored. An oral presentation, written business report or proposal, and numerous letters are required. (G10A, G11A)

BUS 205—Business Statistics

3 cr. (Fall/Spring)

This course is required for various AS degrees in business. The course concentrates on using statistics for business world applications. The following topics are covered: descriptive statistics including measures of central tendency, and measures of dispersion, probability theory including binomial probabilities and the normal curve, inferential statistics including sample size determination, confidence intervals and hypothesis testing. Correlation and regression are also discussed. Particular attention is given to the analysis of results using real-world tools such as spreadsheets.

Prerequisite: BUS 161 or permission from the department and successful completion of MAT 101 or successful completion (DVP) of MAT 092 or placement into MAT 102 or higher.

BUS 207—Introduction to International Business

3 cr. (Fall/Spring)

This course will introduce students to the challenges and problems involved in conducting business in global markets. Initial emphasis will be on concepts and theories of international trade, foreign investment and economic development. After an overview of international agencies and the international monetary system, students will consider the effects of financial economic, socio cultural, legal and political forces on the foreign business environment. Course concludes with an examination of international management practices in various areas, including marketing and labor relations.

Prerequisite: Successful completion (DVP) of MAT 020 or successful completion (DVP) of MAT 040 or placement into MAT 092 or higher.

BUS 209—Diversity in Business

3 cr.

The course is designed to encourage students to think critically about workplace experiences and interactions and identify how the workplace context can perpetuate bias, discrimination, and inequality. Corporations, nonprofits, and public sector organizations are increasingly being called upon to increase diversity. Students will explore the barriers and potential solutions to creating and maintaining a diverse and inclusive workforce using a combination of pedagogical tools. Theory, research and current events will be used for the evaluation of diversity, equity, and inclusion. (G6A)