

BUS Business
Course Information
06/16/15

This course is active within the CCL.

BUS-110_2015FA Introduction to Business BUS-110

CIS Course ID S24149

Effective Term Fall 2015

End Term

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Competencies

·Student Learning Outcomes

1. Identify various forms of business organizations.
2. Define business vocabulary.
3. Describe the basics of business ethics.
4. Explain basic management principles.

State None

Prerequisites

State None

Corequisites

College Transfer This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

National ID (CIP) 52.0201 Business Administration and Management, General

This course is active within the CCL.

BUS-110_1997SU Introduction to Business BUS-110

CIS Course ID S11497

Effective Term Summer 1997

End Term Summer 2016

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

State None

Prerequisites

State None

Corequisites

College Transfer This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

National ID (CIP) 52.0201 Business Administration and Management, General

This course is active within the CCL.

BUS-112_2005SU SIFE Business Development BUS-112

CIS Course ID S20830

Effective Term Summer 2005

End Term

Class 1 Lab 2 Clinical 0 Work 0 Credit 2

This course provides students with opportunities for practical application of concepts taught in business, marketing, and economics courses. Emphasis is placed on free markets in a global economy, how entrepreneurs succeed, personal financial success skills, and business ethics. Upon completion, students should be able to demonstrate knowledge in business, marketing, and economics and display creative problem-solving, public speaking, leadership, and public relations skills.

State Take BUS-110

Prerequisites

State None

Corequisites

College Transfer N/A

Transfer

National ID (CIP) 52.0201 Business Administration and Management, General

This course is active within the CCL.

BUS-115_2015FA Business Law I BUS-115

CIS Course ID S24153

Effective Term Fall 2015

End Term

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Competencies

·Student Learning Outcomes

1. Identify the elements of a contract.
2. Describe the structure of the U.S. court system.
3. Identify laws, conditions and regulations in national and international work environments.

State None

Prerequisites

State None

Corequisites

College Transfer This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

National ID (CIP) 52.0201 Business Administration and Management, General

This course is active within the CCL.

BUS-115_1997SU Business Law I BUS-115

CIS Course ID S11427

Effective Term Summer 1997

End Term Summer 2016

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.

State None

Prerequisites

State None

Corequisites

College Transfer This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

National ID (CIP) 52.0201 Business Administration and Management, General

This course is active within the CCL.

BUS-116_2015FA Business Law II BUS-116

CIS Course ID S24150

Effective Term Fall 2015

End Term

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course includes the study of the legal and ethical framework of business. Business Organizations, property law, intellectual property law, agency and employment law, consumer law, secured transactions, and bankruptcy 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.

State Take BUS-115

Prerequisites

State None

Corequisites

College N/A

Transfer

National ID 52.0201 Business Administration and Management, General (CIP)

This course is active within the CCL.

BUS-116_1997SU Business Law II BUS-116

CIS Course ID S11517

Effective Term Summer 1997

End Term Summer 2016

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course continues the study of ethics and business law. Emphasis is placed on bailments, sales, risk-bearing, forms of business ownership, and copyrights. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.

State Take BUS-115

Prerequisites

State None

Corequisites

College N/A

Transfer

National ID 52.0201 Business Administration and Management, General (CIP)

This course is active within the CCL.

BUS-121_1997SU Business Math BUS-121

CIS Course ID S14289

Effective Term Summer 1997

End Term

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

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.

State None

Prerequisites

State None

Corequisites

College N/A

Transfer

National ID 52.0201 Business Administration and Management, General (CIP)

This course is active within the CCL.

BUS-125_1997SU Personal Finance BUS-125

CIS Course ID S14300

Effective Term Summer 1997

End Term

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

State None

Prerequisites

State None

Corequisites

College N/A

Transfer

National ID 52.0201 Business Administration and Management, General (CIP)

This course is active within the CCL.

BUS-135_1997SU Principles of Supervision BUS-135

CIS Course ID S12738

Effective Term Summer 1997

End Term

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place.

State None

Prerequisites

State None

Corequisites

College N/A

Transfer

National ID 52.0201 Business Administration and Management, General
(CIP)

This course is active within the CCL.

BUS-137_2015FA Principles of Management BUS-137

CIS Course ID S24151

Effective Term Fall 2015

End Term

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Competencies

·Student Learning Outcomes

1. Explain strategic management in business operations.
2. Define management, quality management, and project management.
3. Identify relevant issues in human resource management.

State None

Prerequisites

State None

Corequisites

College This course has been approved for transfer under the CAA as a
Transfer premajor and/or elective course requirement.

This course has been approved for transfer under the ICAA as
a premajor and/or elective course requirement.

National ID 52.0201 Business Administration and Management, General
(CIP)

This course is active within the CCL.

BUS-137_1997SU Principles of Management BUS-137

CIS Course ID S12782

Effective Term Summer 1997

End Term Summer 2016

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

State None

Prerequisites

State None

Corequisites

College This course has been approved for transfer under the CAA as a

Transfer premajor and/or elective course requirement.
This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

National ID 52.0201 Business Administration and Management, General (CIP)

This course is active within the CCL.

BUS-139_2008FA Entrepreneurship I BUS-139
CIS Course ID S22030
Effective Term Fall 2008
End Term

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

State None

Prerequisites

State None

Corequisites

College N/A

Transfer

National ID 52.0201 Business Administration and Management, General (CIP)

This course is obsolete within the CCL.

BUS-139_2006SP Entrepreneurship I BUS-139
CIS Course ID S21145
Effective Term Spring 2006
End Term Summer 2009

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

State Take BUS-110

Prerequisites

State None

Corequisites

College N/A

Transfer

National ID 52.0201 Business Administration and Management, General

(CIP)

This course is active within the CCL.

BUS-147_1997SU Business Insurance BUS-147

CIS Course ID S13591

Effective Term Summer 1997

End Term

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course surveys the basic concepts of risk management. Topics include principles and applications of health, property, life, and casualty insurance. Upon completion, students should be able to evaluate different insurance needs and assist an organization in acquiring adequate insurance coverage.

State None

Prerequisites

State None

Corequisites

College N/A

Transfer

National ID 52.0201 Business Administration and Management, General
(CIP)

This course is active within the CCL.

BUS-148_1997SU Survey of Real Estate BUS-148

CIS Course ID S13628

Effective Term Summer 1997

End Term

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

State None

Prerequisites

State None

Corequisites

College N/A

Transfer

National ID 52.0201 Business Administration and Management, General
(CIP)

This course is active within the CCL.

BUS-151_1997SU People Skills BUS-151

CIS Course ID S11800

Effective Term Summer 1997

End Term

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

State None

Prerequisites

State None

Corequisites

College N/A

Transfer

National ID 52.0201 Business Administration and Management, General (CIP)

This course is active within the CCL.

BUS-152_1997SU Human Relations BUS-152

CIS Course ID S11906

Effective Term Summer 1997

End Term

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course introduces the concepts of effective human interaction in the business work environment. Topics include effective communication techniques, motivation, ego states, stress, and conflict. Upon completion, students should be able to explain the importance of human relations, apply motivational techniques, and implement strategies for resolving work-related conflicts.

State None

Prerequisites

State None

Corequisites

College N/A

Transfer

National ID 52.0201 Business Administration and Management, General (CIP)

This course is active within the CCL.

BUS-153_1997SU Human Resource Management BUS-153

CIS Course ID S11845

Effective Term Summer 1997

End Term

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

State None
Prerequisites
State None
Corequisites
College N/A
Transfer
National ID 52.0201 Business Administration and Management, General (CIP)

This course is active within the CCL.

BUS-168_2015FA Electronic Business BUS-168
CIS Course ID S24152
Effective Term Fall 2015
End Term
Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course provides a survey of the world of electronic business. Topics include the definition of electronic business, current practices as they evolve using Internet strategy in business, and application of basic business principles to the world of e-commerce. Upon completion, students should be able to define electronic business and demonstrate an understanding of the benefits of e-commerce as a foundation for developing plans leading to electronic business implementation.

State None
Prerequisites
State None
Corequisites
College N/A
Transfer
National ID 52.0208 E-Commerce/Electronic Commerce (CIP)

This course is active within the CCL.

BUS-171_2007SU Government Contracts BUS-171
CIS Course ID S21881
Effective Term Summer 2007
End Term
Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course provides an introduction to the procurement process, concepts, policies and procedures associated with government contracting. Topics include procurement requirements, work specifications, procurement requests, and acquisition work planning. Upon completion, students should be able to

demonstrate an understanding of the acquisition and contract management functions.

State None

Prerequisites

State None

Corequisites

College N/A

Transfer

National ID 52.0201 Business Administration and Management, General (CIP)

This course is active within the CCL.

BUS-173_2007SU Procurement Management BUS-173

CIS Course ID S21882

Effective Term Summer 2007

End Term

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course examines purchasing and materials management including function, organization, quality and quantity considerations, pricing policies, supplier selection, and ethical and legal implications. Topics include purchasing procedures, value analysis, inventory control, logistics, capital equipment, budgets, and institutional and governmental purchasing practices. Upon completion, students should be able to demonstrate an understanding of the concepts and techniques of purchasing and materials management.

State None

Prerequisites

State None

Corequisites

College N/A

Transfer

National ID 52.0201 Business Administration and Management, General (CIP)

This course is active within the CCL.

BUS-175_2007SU Contract Negotiations BUS-175

CIS Course ID S21883

Effective Term Summer 2007

End Term

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course covers theory, strategies, techniques and tactics for negotiating contracts, and principles and practices of negotiations for government, corporate or institutional procurements. Topics include preparation and conduct of negotiations and methods of dealing with situations under different types of negotiations. Upon completion, students should be able to effectively negotiate contracts.

State None
Prerequisites
State None
Corequisites
College N/A
Transfer
National ID 52.0201 Business Administration and Management, General
(CIP)

This course is active within the CCL.

BUS-210_1997SU Investment Analysis BUS-210

CIS Course ID S12866

Effective Term Summer 1997

End Term

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course examines the concepts related to financial investment and the fundamentals of managing investments. Emphasis is placed on the securities markets, stocks, bond, and mutual funds, as well as tax implications of investment alternatives. Upon completion, students should be able to analyze and interpret investment alternatives and report findings to users of financial information.

State Take One: ACC-111 or ACC-120

Prerequisites

State None

Corequisites

College N/A

Transfer

National ID 52.0201 Business Administration and Management, General
(CIP)

This course is active within the CCL.

BUS-217_2015FA Employment Law and Regs BUS-217

CIS Course ID S24154

Effective Term Fall 2015

End Term

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course introduces the principle laws and regulations affecting public and private organizations and their employees or prospective employees. Topics include fair employment practices, EEO, affirmative action, and employee rights and protections. Upon completion, students should be able to evaluate organization policy for compliance and assure that decisions are not contrary to law.

Competencies

-Student Learning Outcomes

1. Define fair employment practices, EEO, affirmative action.
2. Identify employee rights and protections.

3. Evaluate organization policy for compliance.
4. Evaluate decisions to assure they are not contrary to law.

State None

Prerequisites

State None

Corequisites

College N/A

Transfer

National ID 52.0201 Business Administration and Management, General (CIP)

This course is active within the CCL.

BUS-217_1997SU Employment Law and Regs BUS-217

CIS Course ID S12902

Effective Term Summer 1997

End Term Summer 2016

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course introduces the principle laws and regulations affecting public and private organizations and their employees or prospective employees. Topics include fair employment practices, EEO, affirmative action, and employee rights and protections. Upon completion, students should be able to evaluate organization policy for compliance and assure that decisions are not contrary to law.

State None

Prerequisites

State None

Corequisites

College N/A

Transfer

National ID 52.0201 Business Administration and Management, General (CIP)

This course is active within the CCL.

BUS-220_1997SU Purchasing BUS-220

CIS Course ID S13668

Effective Term Summer 1997

End Term

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course introduces the purchasing function and explains its role in business. Topics include the legal and ethical aspects of purchasing, quality assurance, and the application of purchasing formulas and methods for cost analysis. Upon completion, students should be able to complete a purchase transaction incorporating legal, ethical, quality, and cost considerations.

State None

Prerequisites

State None
Corequisites
College N/A
Transfer
National ID 52.0201 Business Administration and Management, General (CIP)

This course is active within the CCL.

BUS-225_1997SU Business Finance BUS-225

CIS Course ID S13686

Effective Term Summer 1997

End Term

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

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.

State Take ACC-120

Prerequisites

State None

Corequisites

College N/A

Transfer

National ID 52.0201 Business Administration and Management, General (CIP)

This course is active within the CCL.

BUS-228_2014FA Business Statistics BUS-228

CIS Course ID S23950

Effective Term Fall 2014

End Term

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course introduces the use of statistical methods and tools in evaluating research data for business applications. Emphasis is placed on basic probability, measures of spread and dispersion, central tendency, sampling, regression analysis, and inductive inference. Upon completion, students should be able to apply statistical problem solving to business.

State None

Prerequisites

State None

Corequisites

College This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

Transfer This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

National ID 52.0201 Business Administration and Management, General (CIP)

This course is active within the CCL.

BUS-228_1997SU Business Statistics BUS-228

CIS Course ID S13674

Effective Term Summer 1997

End Term Summer 2015

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course introduces the use of statistical methods and tools in evaluating research data for business applications. Emphasis is placed on basic probability, measures of spread and dispersion, central tendency, sampling, regression analysis, and inductive inference. Upon completion, students should be able to apply statistical problem solving to business.

State Take One: MAT-115, MAT-140, or MAT-161

Prerequisites

State None

Corequisites

College This course has been approved for transfer under the CAA as a
Transfer premajor and/or elective course requirement.

This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

National ID 52.0201 Business Administration and Management, General (CIP)

This course is active within the CCL.

BUS-230_1997SU Small Business Management BUS-230

CIS Course ID S11937

Effective Term Summer 1997

End Term

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

State None

Prerequisites

State None

Corequisites

College N/A

Transfer

National ID 52.0201 Business Administration and Management, General (CIP)

This course is active within the CCL.

BUS-231_1997SU Computerized Inventory BUS-231

CIS Course ID S12061

Effective Term Summer 1997

End Term

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course provides an overview of inventory procedures as related to management decisions. Emphasis is placed on general terms, methods, techniques, and computer applications. Upon completion, students should be able to apply inventory principles and processes in the workplace.

State Take One Set:

Prerequisites Set 1: ACC-120 and CIS-110

Set 2: ACC-120 and CIS-111

State None

Corequisites

College N/A

Transfer

National ID 52.0201 Business Administration and Management, General (CIP)

This course is active within the CCL.

BUS-234_2015FA Training and Development BUS-234

CIS Course ID S24155

Effective Term Fall 2015

End Term

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course covers developing, conducting, and evaluating employee training with attention to adult learning principles. Emphasis is placed on conducting a needs assessment, using various instructional approaches, designing the learning environment, and locating learning resources. Upon completion, students should be able to design, conduct, and evaluate a training program.

Competencies

-Student Learning Outcomes

1. Design, conduct, and evaluate a training program.
2. Define the steps for conducting a needs assessment.
3. Identify instructional approaches.
4. Design a learning environment.

State None

Prerequisites

State None

Corequisites

College N/A

Transfer

National ID 52.0201 Business Administration and Management, General (CIP)

This course is active within the CCL.

BUS-234_1997SU Training and Development BUS-234
CIS Course ID S11966

Effective Term Summer 1997

End Term Summer 2016

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course covers developing, conducting, and evaluating employee training with attention to adult learning principles. Emphasis is placed on conducting a needs assessment, using various instructional approaches, designing the learning environment, and locating learning resources. Upon completion, students should be able to design, conduct, and evaluate a training program.

State None

Prerequisites

State None

Corequisites

College N/A

Transfer

National ID 52.0201 Business Administration and Management, General (CIP)

This course is active within the CCL.

BUS-235_1997SU Performance Management BUS-235
CIS Course ID S12084

Effective Term Summer 1997

End Term

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course includes the legal background for performance management and the basic methodology used in developing and validating a performance management system. Emphasis is placed on job analysis, job descriptions, appraisal instruments, and action plans. Upon completion, students should be able to develop, implement, and maintain a comprehensive performance management system.

State None

Prerequisites

State None

Corequisites

College N/A

Transfer

National ID 52.0201 Business Administration and Management, General (CIP)

This course is active within the CCL.

BUS-236_1997SU Adv Training & Dev BUS-236
CIS Course ID S11978

Effective Term Summer 1997

End Term

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course covers the skills necessary for presenting active training programs applying the principles learned in BUS 234. Emphasis is placed on the equipment and materials employed by various media techniques. Upon completion, students should be able to make a variety of presentations based on audience, purpose of presentation, and presentation objectives.

State Take BUS-234

Prerequisites

State None

Corequisites

College N/A

Transfer

National ID 52.0201 Business Administration and Management, General (CIP)

This course is active within the CCL.

BUS-237_1997SU Current Management Issues BUS-237

CIS Course ID S12052

Effective Term Summer 1997

End Term

Class 2 Lab 0 Clinical 0 Work 0 Credit 2

This course introduces current management issues and problems. Emphasis is placed on the management topics and challenges faced by all employees in an organization. Upon completion, students should be able to critically analyze alternative solutions within a team environment.

State None

Prerequisites

State None

Corequisites

College N/A

Transfer

National ID 52.0201 Business Administration and Management, General (CIP)

This course is active within the CCL.

BUS-238_1997SU Integrated Management BUS-238

CIS Course ID S11947

Effective Term Summer 1997

End Term

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course provides a management simulation exercise in which students make critical managerial decisions based upon the situations that arise in operating competitive business enterprises. Topics include operations

management, forecasting, budgeting, purchasing, facility layout, aggregate planning, and work improvement techniques. Upon completion, students should be able to perform the variety of analytical and decision-making requirements that will be faced in a business.

State Take BUS-137
Prerequisites
State None
Corequisites
College N/A
Transfer
National ID 52.0201 Business Administration and Management, General (CIP)

This course is active within the CCL.

BUS-239_1997SU Bus Applications Seminar BUS-239

CIS Course ID S12076

Effective Term Summer 1997

End Term

Class 1 Lab 2 Clinical 0 Work 0 Credit 2

This course is designed as a capstone course for Business Administration majors. Emphasis is placed on decision making in the areas of management, marketing, production, purchasing, and finance. Upon completion, students should be able to apply the techniques, processes, and vital professional skills needed in the work place.

State Take One Set:
Prerequisites Set 1: ACC-120, BUS-115, BUS-137, MKT-120, and ECO-151
Set 2: ACC-120, BUS-115, BUS-137, MKT-120, and ECO-251
Set 3: ACC-120, BUS-115, BUS-137, MKT-120, and ECO-252

State None

Corequisites

College N/A

Transfer

National ID 52.0201 Business Administration and Management, General (CIP)

This course is active within the CCL.

BUS-240_1997SU Business Ethics BUS-240

CIS Course ID S14002

Effective Term Summer 1997

End Term

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the

workforce and society.

State None

Prerequisites

State None

Corequisites

College N/A

Transfer

National ID 52.0201 Business Administration and Management, General (CIP)

This course is active within the CCL.

BUS-245_2006SP Entrepreneurship II BUS-245

CIS Course ID S21146

Effective Term Spring 2006

End Term

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course is designed to allow the student to develop a business plan. Topics include the need for a business plan, sections of the plan, writing the plan, and how to find assistance in preparing the plan. Upon completion, students should be able to design and implement a business plan based on sound entrepreneurship principles.

State Take BUS-139

Prerequisites

State None

Corequisites

College N/A

Transfer

National ID 52.0201 Business Administration and Management, General (CIP)

This course is active within the CCL.

BUS-251_1997SU Business Psychology BUS-251

CIS Course ID S13360

Effective Term Summer 1997

End Term

Class 2 Lab 0 Clinical 0 Work 0 Credit 2

This course provides an overview of organizational psychology in a business setting. Topics include employee motivation, organizational structure, leadership, conflict resolution, and job satisfaction. Upon completion, students should be able to interact effectively within a business organization.

State None

Prerequisites

State None

Corequisites

College N/A

Transfer

National ID 52.0201 Business Administration and Management, General
(CIP)

This course is active within the CCL.

BUS-252_1997SU Labor Relations BUS-252

CIS Course ID S13277

Effective Term Summer 1997

End Term

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course covers the history of the organized labor movement and the contractual relationship between corporate management and employees represented by a union. Topics include labor laws and unfair labor practices, the role of the NLRB, organizational campaigns, certification/decertification elections, and grievance procedures. Upon completion, students should be able to act in a proactive and collaborative manner in an environment where union representation exists.

State None

Prerequisites

State None

Corequisites

College N/A

Transfer

National ID 52.0201 Business Administration and Management, General
(CIP)

This course is active within the CCL.

BUS-253_1997SU Leadership and Mgt Skills BUS-253

CIS Course ID S13328

Effective Term Summer 1997

End Term

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course includes a study of the qualities, behaviors, and personal styles exhibited by leaders. Emphasis is placed on coaching, counseling, team building, and employee involvement. Upon completion, students should be able to identify and exhibit the behaviors needed for organizational effectiveness.

State None

Prerequisites

State None

Corequisites

College N/A

Transfer

National ID 52.0201 Business Administration and Management, General
(CIP)

This course is active within the CCL.

BUS-254_1997SU Advanced People Skills BUS-254

CIS Course ID S13241

Effective Term Summer 1997

End Term

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course provides an advanced study of the concepts included in BUS 151. Topics include causes for communication breakdown, behavior styles, and advanced techniques for assertiveness and conflict resolution in the business environment. Upon completion, students should be able to recognize and handle conflict situations and the difficult people who create them.

State Take BUS-151

Prerequisites

State None

Corequisites

College N/A

Transfer

National ID 52.0201 Business Administration and Management, General (CIP)

This course is active within the CCL.

BUS-255_1997SU Org Behavior in Business BUS-255

CIS Course ID S13334

Effective Term Summer 1997

End Term

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

State None

Prerequisites

State None

Corequisites

College N/A

Transfer

National ID 52.0201 Business Administration and Management, General (CIP)

This course is active within the CCL.

BUS-256_2015FA Recruit Select & Per Plan BUS-256

CIS Course ID S24156
Effective Term Fall 2015
End Term

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course introduces the basic principles involved in managing the employment process. Topics include personnel planning, recruiting, interviewing and screening techniques, maintaining employee records; and voluntary and involuntary separations. Upon completion, students should be able to acquire and retain employees who match position requirements and fulfill organizational objectives.

Competencies

-Student Learning Outcomes

1. Identify recruiting, interviewing and screening techniques.
2. Describe processes to acquire and retain employees who match position requirement and fulfill organizational objectives.
3. Describe personnel planning.
4. Identify procedures for maintaining employee records.

State None

Prerequisites

State None

Corequisites

College N/A

Transfer

National ID 52.0201 Business Administration and Management, General (CIP)

This course is active within the CCL.

BUS-256_1997SU Recruit Select & Per Plan BUS-256

CIS Course ID S13286

Effective Term Summer 1997

End Term Summer 2016

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course introduces the basic principles involved in managing the employment process. Topics include personnel planning, recruiting, interviewing and screening techniques, maintaining employee records; and voluntary and involuntary separations. Upon completion, students should be able to acquire and retain employees who match position requirements and fulfill organizational objectives.

State None

Prerequisites

State None

Corequisites

College N/A

Transfer

National ID 52.0201 Business Administration and Management, General (CIP)

This course is active within the CCL.

BUS-257_1997SU Testing and Assessment BUS-257

CIS Course ID S13303

Effective Term Summer 1997

End Term

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course presents the tools and techniques human resource managers use for selection, advancement, research, and evaluation. Emphasis is placed on using valid and reliable testing methods, attitude surveys, performance appraisal instruments, and decision-making tools. Upon completion, students should be able to use the methods covered in the course to collect and analyze information for management decision making.

State None

Prerequisites

State None

Corequisites

College N/A

Transfer

National ID 52.0201 Business Administration and Management, General (CIP)

This course is active within the CCL.

BUS-258_2015FA Compensation and Benefits BUS-258

CIS Course ID S24157

Effective Term Fall 2015

End Term

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course is designed to study the basic concepts of pay and its role in rewarding performance. Topics include wage and salary surveys, job analysis, job evaluation techniques, benefits, and pay-for-performance programs. Upon completion, students should be able to develop and manage a basic compensation system to attract, motivate, and retain employees.

Competencies

·Student Learning Outcomes

1. Describe job analysis and job evaluation techniques.
2. Describe benefits and pay-for-performance programs.
3. Develop and manage a basic compensation system to attract, motivate, and retain employees.
4. Define wage and salary surveys.

State None

Prerequisites

State None

Corequisites

College N/A

Transfer

National ID 52.0201 Business Administration and Management, General

(CIP)

This course is active within the CCL.

BUS-258_1997SU Compensation and Benefits BUS-258

CIS Course ID S13263

Effective Term Summer 1997

End Term Summer 2016

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course is designed to study the basic concepts of pay and its role in rewarding performance. Topics include wage and salary surveys, job analysis, job evaluation techniques, benefits, and pay-for-performance programs. Upon completion, students should be able to develop and manage a basic compensation system to attract, motivate, and retain employees.

State None

Prerequisites

State None

Corequisites

College N/A

Transfer

National ID 52.0201 Business Administration and Management, General
(CIP)

This course is active within the CCL.

BUS-259_2015FA HRM Applications BUS-259

CIS Course ID S24158

Effective Term Fall 2015

End Term

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course provides students in the Human Resource Management concentration the opportunity to reinforce their learning experiences from preceding HRM courses. Emphasis is placed on application of day-to-day HRM functions by completing in-basket exercises and through simulations. Upon completion, students should be able to determine the appropriate actions called for by typical events that affect the status of people at work.

Competencies

·Student Learning Outcomes

1. Apply day-to-day HRM functions to exercises and simulations.
2. Determine the appropriate actions called for by typical events that affect the status of people at work.

State Take All: BUS-217, BUS-234, BUS-256, and BUS-258

Prerequisites

State None

Corequisites

College N/A

Transfer

National ID 52.0201 Business Administration and Management, General (CIP)

This course is active within the CCL.

BUS-259_1997SU HRM Applications BUS-259

CIS Course ID S13364

Effective Term Summer 1997

End Term Summer 2016

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course provides students in the Human Resource Management concentration the opportunity to reinforce their learning experiences from preceding HRM courses. Emphasis is placed on application of day-to-day HRM functions by completing in-basket exercises and through simulations. Upon completion, students should be able to determine the appropriate actions called for by typical events that affect the status of people at work.

State Take All: BUS-217, BUS-234, BUS-256, and BUS-258

Prerequisites

State None

Corequisites

College N/A

Transfer

National ID 52.0201 Business Administration and Management, General (CIP)

This course is active within the CCL.

BUS-260_2014SP Business Communication BUS-260

CIS Course ID S23621

Effective Term Spring 2014

End Term

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

State Take One: ENG-110 or ENG-111

Prerequisites

State None

Corequisites

College N/A

Transfer

National ID 52.0201 Business Administration and Management, General (CIP)

This course is obsolete within the CCL.

BUS-260_1997SU Business Communication BUS-260
CIS Course ID S13810
Effective Term Summer 1997
End Term Fall 2014
Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

State Take ENG-111
Prerequisites
State None
Corequisites
College N/A
Transfer
National ID 52.0201 Business Administration and Management, General (CIP)

This course is active within the CCL.

BUS-261_1997SU Diversity in Mgmt BUS-261
CIS Course ID S13811
Effective Term Summer 1997
End Term
Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course is designed to help managers recognize the need to incorporate diversity into all phases of organizational management. Topics include self-evaluation, management, sexual harassment, workforce diversity, dual careers, role conflict, and communication issues. Upon completion, students should be able to implement solutions that minimize policies, attitudes, and stereotypical behaviors that block effective team building.

State None
Prerequisites
State None
Corequisites
College N/A
Transfer
National ID 52.0201 Business Administration and Management, General (CIP)

This course is active within the CCL.

BUS-270_1997SU Professional Development BUS-270
CIS Course ID S11540
Effective Term Summer 1997
End Term
Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course provides basic knowledge of self-improvement techniques as related to success in the professional world. Topics include positive human relations, job-seeking skills, and projecting positive self-image. Upon completion, students should be able to demonstrate competent personal and professional skills necessary to get and keep a job.

State None

Prerequisites

State None

Corequisites

College N/A

Transfer

National ID 52.0201 Business Administration and Management, General (CIP)

This course is active within the CCL.

BUS-274_2007SU Contract Administration BUS-274

CIS Course ID S21884

Effective Term Summer 2007

End Term

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course covers the technical and fundamental procedures of contract management. Topics include contract oversight, quality assurance, compliance, financing, cost controls, documentation, terminations and disputes, subcontract management, and audit. Upon completion, students should be able to apply the principles of administering contracts.

State None

Prerequisites

State None

Corequisites

College N/A

Transfer

National ID 52.0201 Business Administration and Management, General (CIP)

This course is active within the CCL.

BUS-276_2007SU Government Contract Law BUS-276

CIS Course ID S21885

Effective Term Summer 2007

End Term

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course provides an introduction to government contract law, contract clauses and provisions, and legal aspects associated with contracting. Topics include contractual relationships with the federal government, state and municipal agencies, contract formation, governmental liability, and the dispute process. Upon completion, students should be able to apply ethical issues and laws covered to procurement and contract management decisions.

State Take BUS-115
Prerequisites
State None
Corequisites
College N/A
Transfer
National ID 52.0201 Business Administration and Management, General (CIP)

This course is active within the CCL.

BUS-278_2007SU Contract Cost and Pricing BUS-278
CIS Course ID S21886
Effective Term Summer 2007
End Term

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course covers the establishment and administration of equitable costing and pricing systems in contracting for goods and services. Emphasis is placed on determining total price and estimating the elements of cost including labor, materials, indirect costs, and profit. Upon completion, students should be able to apply cost and pricing techniques to procurement and contracting issues.

State Take BUS-121
Prerequisites
State None
Corequisites
College N/A
Transfer
National ID 52.0201 Business Administration and Management, General (CIP)

This course is active within the CCL.

BUS-280_1997SU REAL Small Business BUS-280
CIS Course ID S14264
Effective Term Summer 1997
End Term

Class 4 Lab 0 Clinical 0 Work 0 Credit 4

This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time management, and day-to-day activities of owning/operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding.

State None
Prerequisites
State None
Corequisites

College Transfer N/A
National ID (CIP) 52.0201 Business Administration and Management, General

This course is active within the CCL.

BUS-285_1997SU Business Management Issues BUS-285

CIS Course ID S14221

Effective Term Summer 1997

End Term

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course covers contemporary issues that affect successful businesses and their managers and employees. Emphasis is placed on using case studies and exercises to develop analytical and problem-solving skills, ethics, quality management concepts, team skills, and effective communication. Upon completion, students should be able to apply the specific knowledge and skills covered to become more effective managers and employees.

State Take BUS-137

Prerequisites

State None

Corequisites

College Transfer N/A

Transfer

National ID (CIP) 52.0201 Business Administration and Management, General

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