

# BUSINESS ADMINISTRATION (BUS)

---

## **BUS 101 - Introduction to Business**

**Credit Hours: 3, Contact Hours: 3**

Division: Business

American business in the 21st century is exciting and challenging. Students will be introduced to a variety of opportunities by exploring ownership, free enterprise, the world economy, management, marketing, international business, social responsibility and business ethics, and entrepreneurship. Group 2 course. Communications - Direct.

Recommended Prerequisites: ENG 11/111 minimum placement

## **BUS 105 - Business Math**

**Credit Hours: 3, Contact Hours: 3**

Division: Business

Apply basic mathematical principles to solve problems in modern business practice. Topics include trade pricing, markups, profit and loss, interest, payroll, taxes, and investments. It is designed for day-to-day business applications. Group 2 course. Quantitative Reasoning.

Required Prerequisites: MTH 08 with grade 2.0 or higher, or placement into MTH 23.

## **BUS 155 - Interpersonal Communications**

**Credit Hours: 3, Contact Hours: 3**

Division: Business

To be well prepared for employment in the 21st century it will be mandatory for students to demonstrate effective human relations. Individuals who enter the workforce in any field will need to possess interpersonal and customer service skills. The global workplace will demand competence in interpersonal or "soft" skills. Excellent customer service and relationship building skills are a necessary component of overall business communication. Topics include: communication and identity, conflict and communication climates, and how to build and maintain effective relationships with external and internal customers. Group 2 course. Communications - Direct.

Recommended Prerequisites: ENG 11/111 minimum placement

## **BUS 231 - Professional Communications**

**Credit Hours: 3, Contact Hours: 3**

Division: Business

Communicating professionally is a critical skill in today's world. This course is designed to help students understand communication theory and its application in their professional lives. Students will develop effective writing skills by analyzing complex issues, organizing thoughts logically, and communicating those ideas concisely—in verbal and written form. Students will also practice effective listening skills, understand the components of a successful job search, and use teamwork skills in solving communication problems. Group 2 course. Communications - Direct, Infused: Writing Intensive.

Recommended Prerequisites: CIT 100, ENG 111 minimum placement

## **BUS 251A - Lean Office Facilitation**

**Credit Hours: 1, Contact Hours: 1**

Division: Business

Through structured classroom and hands-on skill building, the student will learn the concepts and application of Lean Office philosophies, processes and tools. These include team chartering, problem solving, and facilitating improvement teams. Group 2 course. Communications - Direct, Critical Thinking - Direct.

Recommended Prerequisites: MTH 23 or placement into MTH 111, ENG 111

## **BUS 251B - Lean Office Intro to VSM**

**Credit Hours: 1, Contact Hours: 1**

Division: Business

Through structured classroom and hands-on skill building, the student will learn the concepts and application of Lean Office philosophies, processes and tools. This course includes an introduction to creating value stream maps and data gathering. Group 2 course. Communications - Direct, Critical Thinking - Direct.

Recommended Prerequisites: BUS 251A

## **BUS 251C - Lean Office Advanced VSM**

**Credit Hours: 1, Contact Hours: 1**

Division: Business

Through structured classroom and hands-on skill building, the student will learn the concepts and application of Lean Office philosophies, processes and tools. These include analyzing value stream maps, measuring and documenting results. Group 2 course. Communications - Direct, Critical Thinking - Direct.

Recommended Prerequisites: BUS 251B

## **BUS 251D - Lean Office 5S Workplace Org**

**Credit Hours: 1, Contact Hours: 1**

Division: Business

Through structured classroom and hands-on skill building, the student will learn the concepts and application of Lean Office philosophies, processes and tools. These include records and file management, creating standardized work, and ergonomics. Group 2 course. Communications - Direct, Critical Thinking - Direct.

Recommended Prerequisites: BUS 251C

## **BUS 251E - Lean Office Cell Flow & Hoshin**

**Credit Hours: 1, Contact Hours: 1**

Division: Business

Through structured classroom and hands-on skill building, the student will learn the concepts and application of Lean Office philosophies, processes and tools. These include workflow optimization, planning deployment, and culture change. Group 2 course. Communications - Direct, Critical Thinking - Direct.

Recommended Prerequisites: BUS 251D

## **BUS 251F - Lean Office Coaching & PDCA**

**Credit Hours: 1, Contact Hours: 1**

Division: Business

Through structured classroom and hands-on skill building, the student will learn the concepts and application of Lean Office philosophies, processes and tools. These include leading change, problem solving, and project coaching. Group 2 course. Communications - Direct.

Recommended Prerequisites: BUS 251E

## **BUS 261 - Business Law I**

**Credit Hours: 3, Contact Hours: 3**

Division: Business

This course is a study of the U.S. legal system and specific areas of law related to business, with an emphasis on the techniques of legal decision-making. Topics include the judicial system, torts, contracts, and criminal law. Group 2 course. Critical Thinking - Direct.

Recommended Prerequisites: ENG 111 minimum placement

**BUS 290 - Business Admin Internship**

**Credit Hours: 3, Contact Hours: 3**

Division: Business

This course is a requirement for the Associate of Applied Science degree in Business Administration. The objective of the internship is to assess the Business Administration Program Outcomes, and to provide an on-the-job experience for the student pursuing a career in business. At the end of the semester students take a third party assessment to measure their knowledge of business operations, the business organization and business procedures. Students will spend 150 hours over the semester in a supervised training experience. In addition students will meet with the Experiential Learning Coordinator as needed throughout the semester for: internship support, feedback, review of professional employment documents and an internship exit interview. Group 2 course. Communications - Direct.

Required Prerequisites: 30 credit hours towards program requirements and a 2.0 GPA in occupational courses

**BUS 294 - Business Study Abroad**

**Credit Hours: 1, Contact Hours: 1**

Division: Business

In this class, students are provided the opportunity to travel to a specified destination affiliated with the corresponding business non-trip course. This course will serve to integrate the student learning experience and provide a sense of cultural perspective, diversity and regional awareness. The course is an opportunity for students to explore other areas around the world while applying discipline-specific course content. For a more specific course description, please review the course description of the associated non-trip course. Group 2 course.

Required Prerequisites: ACC 121, or ACC 122, or ACC 123, or BUS 231, or MGT 241, or MGT 251, or MKT 201