

Business Course Descriptions

BS103 Personal Finance - 4 cr.

Designed to help students understand the impact of individual choices on occupational goals and future earnings potential. Real-world topics covered will include income, money management, spending and credit, as well as saving and investing. This course will provide a foundational understanding for making informed personal financial decisions.

BS110 Introduction to Business - 3 cr.

Overview of business principles. Topics include the nature of competition in national and global markets, the changing business environment, the role and importance of small business to local and national economies. Course also examines how globalization impacts business.

BS145 Business Communication - 3 cr.

Introduction to the theory and practice of communication in business. Emphasizes analysis of business communication situations to plan and present effective messages in spoken, written, and multimedia forms. Examines effective communication in face-to-face and work group settings.

- Prerequisite: EN102.

BS149 Business Administrative Procedures - 4 cr.

Includes administrative and general business procedures for the office. Topics include efficient procedures for managing appointments, telephone calls, records processing and customer service.

BS201 Accounting I - 4 cr.

Study of fundamental concepts, principles and procedures required in the practice of accounting including the accounting cycle and methods of recording, summarizing, reporting, and interpreting financial data.

BS201 Accounting II - 4 cr.

Examines special applications of accounting principles such as managerial and cost accounting systems, variances, budgeting, cash flow calculations and the differential and capital analysis.

- Prerequisite: BS201.

BS204 Micro-Computer Accounting (Quickbooks) - 3 cr.

Introduction to computerized applications covering the accounting cycle, including chart of accounts, accounts payable, accounts receivable, payroll, and report generation.

BS207 Special Topics in Business - 1-4 cr.

Exploration of topics pertaining to current events or of special interest to students. Instructor's permission or course prerequisites may be required for some courses.

BS208 Management and Supervision - 3 cr.

Exploration of principles of organizational management including planning, organizing, decision-making, staffing, and leadership.

BS209 Human Resource Management - 3 cr.

Covers the principles and practices of productive employee relations with emphasis upon the selection, development and motivation of employees.

BS210 Marketing - 3 cr.

Study of the basic marketing functions of managers including decisions made in developing both strategic and tactical marketing plans. Topics include principles of market segmentation, product development, pricing, distribution planning, and promotion.

- Prerequisite: BS110.

BS211 Business Law - 3 cr.

Study of legal terminology, contracts, agencies, partnerships, corporations, property, negotiable instruments, sales and court proceedings.

- Prerequisite: BS110.

BS211 Entrepreneurship - 3 cr.

This practical hands-on course provides students with the skills that are essential to succeed as an entrepreneur. The fundamentals of starting a business venture including planning, licensing, tax laws and obtaining financing will be covered.

- Prerequisite: BS110.

BS297 Capstone Seminar - 3 cr.

Culmination of course work completed throughout the Business degree program. The course provides students the opportunity to conduct small-scale individual projects or expand upon projects conducted during their course work and to polish skills needed for transferring to a four-year degree program or entering the work force.

- Prerequisites: sophomore status, pre or co-requisite BS145 and EN202.

BS299 Research and Special Projects - 1-4 cr.

Students conduct research or create projects in areas of special interest. Students must prepare written proposals including project schedules and evaluation methods with faculty mentor assistance. Each proposal must be approved by faculty from the relevant discipline. Open only to students with sophomore standing.

EC201 Microeconomics - 4 cr.

Introduction to theoretical and practical principles of markets, prices, business decision making and consumer behavior.

EC202 Macroeconomics - 4 cr.

Exploration of the relationship between the aggregate economy and various broad economic indicators. Topics include recession, economic growth rates, inflation, consumer spending and personal saving, fiscal policy, monetary policy, national, and trade deficits.

- Prerequisite: EC201.

IS107 Digital Publishing (Microsoft Publisher)- 3 cr.

Includes the use computer software and peripherals to manipulate page layouts, edit graphic images and use templates to create business forms.

IS110 Principles of Information Systems - 4 cr.

This course covers the fundamental skill levels for word processing, spreadsheets, presentation graphics, and databases with emphasis on real-world situation.

- Prerequisite: IS105 or instructor permission.

IS203 Advanced Word - 3 cr.

Includes advanced tasks for creating, editing, formatting and printing a variety of documents using Microsoft Word.

- Prerequisite: IS110.

IS204 Advanced Spreadsheets - 3 cr.

Includes advanced formulas and functions, printing and displaying graphs, and other advanced principles using Microsoft Excel.

- Prerequisite: IS110.

IS207 Special Topics in Information Systems - 1-4 cr.

Exploration of topics pertaining to current events or of special interest to students. Instructor's permission or course prerequisites may be required for some courses.