

## BUS—Business

### **BUS 101 Introduction to Business 3-0-3**

This course is a study of the nature of business activity in relation to the economic society, including how a business is owned, organized, managed, and controlled.

### **BUS 121 Business Law I 3-0-3**

**Prerequisites:** ( BUS 101

This course is a study of legal procedures, law and society, classifications and systems of law, the tribunals administering justice and their actions, contracts, sales, transfer of titles, rights and duties of the parties, conditions, and warranties.

### **BUS 125 Business Software Applications 3-0-3**

**Corequisites:** MAT 155, ENG 155

This course prepares students with skills in word processing, spreadsheets, and presentation software for success in modern business environments. The combination of theoretical knowledge and practical hands-on exercises will lead to proficiency usage of industry-standard software applications.

### **BUS 130 Business Communications 3-0-3**

**Prerequisites:** ( ENG 155 or ENG 101 ) and ( MAT 155 or MAT 101 )

This course covers the application of communication skills to situations routinely encountered in business environments.

### **BUS 135 Wage and Salary Admin 3-0-3**

**Prerequisites:** ( ENG 155 or ENG 101 ) and ( MAT 155 or MAT 101 )

This course is a study of the proper recording and reporting of payroll with special emphasis on internal controls.

### **BUS 136 Compensation & Benefits Analys 3-0-3**

**Prerequisites:** ( ENG 155 or ENG 101 ) and ( MAT 155 or MAT 101 )

This course offers a practical exploration of the systems, methods and procedures involved in establishing, administering and controlling compensation and benefits systems within the organization.

### **BUS 152 Service Culture Development 3-0-3**

This course is a study of the philosophy, principles, processes and behavior, both individual and group, necessary to create and maintain a service culture in an organization.

### **BUS 180 Social Media in Business 3-0-3**

**Prerequisites:** ( ENG 155 or ENG 101 ) and ( MAT 155 or MAT 101 )

This course is a study of social media use in business. Students explore different social media outlets and interact with a variety of social media platforms that support business strategies.

### **BUS 190 Business Analytics I 3-0-3**

**Prerequisites:** ( ENG 155 or ENG 101 ) and ( MAT 155 or MAT 101 )

This course introduces basic concepts and applications of business analytics. Topics include an overview of the analytical process and the role of the analyst, applied descriptive statistics, and exploratory data analysis.

### **BUS 210 Intro to E-Commerce in Bus 3-0-3**

This course is the study of electronic commerce and the operations and applications from the business perspective. Emphasis is placed on business concepts and strategies and how they apply to the process of buying and selling goods and services online.

### **BUS 220 Business Ethics 3-0-3**

This course includes an exploration of ethical issues arising in the context of doing business. Representative topics: employee rights and responsibilities, corporate regulations and rights, discrimination, truth in advertising, employee privacy, environmental exploitation and free enterprise.

### **BUS 240 Business Statistics 3-0-3**

This course is a study of statistical methods related to business, including descriptive statistics, probability, binomial and normal distributions, and hypothesis testing.

### **BUS 270 SCWE in Business 0-12-3**

**Prerequisites:** MKT 101 or MGT 101 or ACC 101 or BUS 190

This course includes the integration of business skills within an approved work site related to business and industry.