Business (BUS)

BUS 1100  Introduction to Business  ..................  4 Credit Hours
Equivalent: BUS 1010
English/ESL Placement: Placement into ENG 1510.
This introductory business class covers the fundamentals of business including free market economics, ethics/social responsibility, entrepreneurship, management, human resource management, marketing, supply chain, finance, information systems, accounting, and government's role in business. All topics are approached in the context of a global business environment. BILLABLE CONTACT HOURS: 4

BUS 1210  Small Business Basics  ..................  3 Credit Hours
Equivalent: BUS 2450
English/ESL Placement: Placement into ENG 1510.
This course examines the factors necessary to start a small business and enhance the likelihood of its success. Topics of study include assessment of the entrepreneurial personality and the suitability of small business as a career, assessing market potential, conducting a feasibility analysis/writing a business plan, raising capital and managing both finances and credit, implementing marketing and management strategies (including risk management, taxes, and record-keeping), and responding to government regulation. BILLABLE CONTACT HOURS: 3

BUS 1310  Supervision  ..........................  3 Credit Hours
Equivalent: BUS 1100 or consent of instructor.
This course examines principles of supervision such as induction, training, disciplining, absenteeism, safety, waste, control, equipment layout, grievance control, production control, and time study. BILLABLE CONTACT HOURS: 3

BUS 1400  Investment Fundamentals  ..................  3 Credit Hours
English/ESL Placement: Placement into ENG 1510.
This course examines common and preferred stocks, corporate and municipal bonds, mutual funds, cash instruments, and U.S. Treasuries, as they relate to personal investing. Additionally, this course will also examine types of exchanges, ways to analyze corporate financial statements, and economic forecasting. BILLABLE CONTACT HOURS: 3

BUS 1410  Personal Finance  ..................  3 Credit Hours
English/ESL Placement: Placement into ENG 1510.
This course examines financial planning principles and proper money management for wealth accumulation. Topics of study include saving and budgeting for the short and long term, managing debt and credit, making major purchases (e.g. auto, home), estate and retirement planning, and investing fundamentals. BILLABLE CONTACT HOURS: 3

BUS 1450  Internship/Co-op I  ..................  3 Credit Hours
Equivalent: BUS 1423
English/ESL Placement: Placement into ENG 1510.
Prerequisite: OCC student with at least 24 credits including 12 credits in business or retailing. Consent of Instructor.
The internship student will be employed in a position of responsibility as a supervisor or management trainee in a specific business within the student's career field. BILLABLE CONTACT HOURS: 3

BUS 2030  Business Law I  ..........................  3 Credit Hours
Equivalent: BUS 2010
English/ESL Placement: Placement into ENG 1510.
This course examines the legal environment of business including the nature of law and dispute resolutions in the United States. Specific topics include court procedure, alternative dispute resolution, constitutional rights, intellectual property, torts, crimes, business ethics, contracts, and sales under the Uniform Commercial Code. BILLABLE CONTACT HOURS: 3

BUS 2040  Business Law II  ..................  3 Credit Hours
Equivalent: BUS 2020
English/ESL Placement: Placement into ENG 1510.
Prerequisite: BUS 2030
This course examines common law property rights, banking and finance (negotiable instruments, electronic transfers, secured transactions and creditors rights), agency and business organizations. BILLABLE CONTACT HOURS: 3

BUS 2150  Global Business  ..................  3 Credit Hours
English/ESL Placement: Placement into ENG 1510.
The course will introduce the complexities of the global business environment and provide a knowledge base essential for employment in today's contemporary businesses. Global business fundamentals addressed in the course include culture, global economy, political and legal environments, theories of foreign trade, foreign investment, and monetary systems. Management, marketing, and financial business considerations are addressed as they interact in a dynamic global marketplace. BILLABLE CONTACT HOURS: 3

BUS 2450  Internship/Co-op II  ..................  3 Credit Hours
Equivalent: BUS 2403
English/ESL Placement: Placement into ENG 1510.
Prerequisite: BUS 1450 and consent of instructor.
The advanced internship student will continue his or her employment in a position of responsibility as a supervisory or management trainee in a specific business within the student's career field. BILLABLE CONTACT HOURS: 3

BUS 2530  Management  ..........................  3 Credit Hours
English/ESL Placement: Placement into ENG 1510.
Prerequisite: BUS 1100 or consent of instructor.
This course examines generally-accepted, major management concepts. Students will individually and in groups demonstrate their understanding of planning, organizing, empowering, changing and controlling organizations. They will be exposed to current problems in business ethics and business practice in a global economy. Additionally, this course offers insights as to how and when these concepts might be practically applied in the workplace. BILLABLE CONTACT HOURS: 3

BUS 2700  Business and Labor Relations  ..................  3 Credit Hours
Prerequisite: BUS 1310 or BUS 2530
This course examines various labor acts and their impact on both labor and management, as well as significant philosophies pursued by both labor and management. Additionally, this course will also consider techniques employed by first-line supervisors who seek to implement labor contracts. Case studies will be used. BILLABLE CONTACT HOURS: 3
BUS 2800  Human Resource Management  .......... 3 Credit Hours
English/ESL Placement: Placement into ENG 1510.
This course introduces fundamental concepts of human resource
management by examining employment law, recruitment and selection,
compensation, performance appraisal, training and development,
employee benefits and services, occupational health and safety, and
personnel records and systems. BILLABLE CONTACT HOURS: 3