BUS 1100  Introduction to Business  ................. 4 Credit Hours
Equivalent: BUS 1010
English/ESL Placement: Placement into ENG 1510.
Domestic and global business practices are introduced to provide the
student with competencies required for employment and application for
business. Key business practices relating to the economic environment,
ethics/social responsibility, business formation, management, marketing,
labor, law, finance, information systems, risk management and
government's role in business provide a basis for incorporating a
knowledge base which includes concepts for global business. BILLABLE
CONTACT HOURS: 4

BUS 1210  Starting and Operating a Small Business  ....3
Credit Hours
English/ESL Placement: Placement into ENG 1510.
This course examines the role of small businesses in the economy.
It covers the factors necessary to start a small business, such as the
preparation and methods needed to begin, and the management
functions needed to keep it operating on a sound basis. That will include
assessment of the entrepreneurial personality and the suitability of small
business as a career, management, sales promotion, purchasing, pricing,
personnel management, credit, insurance, inventory control, regulations
and taxes, and a simplified record system. Students will develop an
individual or group business plan. This course is basically designed for the
occupational student. BILLABLE CONTACT HOURS: 3

BUS 1310  Principles of Supervision  ................. 3 Credit Hours
English/ESL Placement: Placement into ENG 1510.
Prerequisite: BUS 1100 or consent of instructor.
Students will apply the principles of supervision such as induction, training,
disciplining, absenteeism, safety, waste control, equipment lay-out,
grievance control, production control, and time study via role playing and
analysis of case studies. BILLABLE CONTACT HOURS: 3

BUS 1400  Investment Fundamentals  ................. 3 Credit Hours
English/ESL Placement: Placement into ENG 1510.
Students will develop investment skills relative to common and preferred
stocks and corporate and municipal bonds, mutual funds, cash
instruments and U.S. Treasuries. They will utilize these concepts in
selecting and reviewing securities for personal investment. This course will
orient the student in the types of exchanges, placing an order, analyzing
corporate financial statements, and economic forecasting. Commonly
used Wall Street strategies for evaluating and selecting investment options
available to investors will be applied. BILLABLE CONTACT HOURS: 3

BUS 1410  Personal Finance  ......................... 3 Credit Hours
English/ESL Placement: Placement into ENG 1510.
Students will learn about financial planning principles including
investments in stocks, bonds, mutual funds and residential real estate.
Students will study current consumer protection laws and become familiar
with consumer lending, home financing, life insurance, property and
casualty insurance, and wealth accumulation. Some emphases will also
be placed on family budgeting and income taxes. 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.
Prerequisite: 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.
Prerequisite: BUS 1100 or consent of instructor.
Students will become familiar with the legal environment of business
including the nature of law and dispute resolutions in the U.S. Students
will also identify, define, and describe court process, business torts,
and crimes as well as the common law of contracts, sales law under the
Uniform Commercial Code, and the rules of agency. They will evidence
their proficiency through oral and written exercises and tests and by
solving appropriate case studies. 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.
Students will identify, define, and describe the law of negotiable
instruments, secured transactions, business organizations, real and
personal property, bailment, government regulation of business and
estates, wills and trusts. They will evidence their proficiency through oral
and written exercises and tests and by solving appropriate case studies.
BILLABLE CONTACT HOURS: 3

BUS 2150  Global Business  ......................... 3 Credit Hours
Equivalent: BUS 2140
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  Principles of Management  ..........3 Credit Hours

English/ESL Placement: Placement into ENG 1510.

Prerequisite: BUS 1100 or consent of instructor.

Students will acquire knowledge and extend their analytical and problem solving skills relative to current business management theory and practice. Students will individually and in groups demonstrate orally and in writing 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. Strategies for individual and collective mastery of concepts will include, in addition to regular lectures and examinations, several of the following: oral and written presentations of case studies, written management exercises, research projects, computer exercises and simulations, and essays or reports. BILLABLE CONTACT HOURS: 3

BUS 2700  Business and Labor Relations  ........3 Credit Hours

English/ESL Placement: Placement into ENG 1510.

Prerequisite: BUS 1310 or BUS 2530.

The student will identify the various Labor Acts and explain their impact upon Labor and Management. Students will learn the philosophies of both Management and Labor covering the goals of each as well as the techniques of implementing the labor contract from the first-line supervisor's level. Finally, through case studies of actual grievances brought to arbitration, the student will present solutions which might have prevented these grievances. BILLABLE CONTACT HOURS: 3

BUS 2800  Human Resource Management  ........3 Credit Hours

English/ESL Placement: Placement into ENG 1510.

This course is designed to introduce the fundamental concepts and techniques of human resource management. Topics covered include 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