**Business (BUS)**

**BUS 1010**  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 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  
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  
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