

# BUSINESS ADMINISTRATION (BUS) - ROCK COUNTY

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## Courses

### **BUS 101 Introduction to Business 3 Units**

Intro to the role of business in the modern political, social & economic Env.s; describes career opportunities.

### **BUS 110 Personal Finance 3 Units**

A study of personal financial Mgmt.. Examines the financial problems & consequent financial decisions required of individuals in our economy. Subjects covered are applications in family budgeting, consumer buying decisions, borrowing, insurance, personal real estate, income taxation, investments, & estate planning.

### **BUS 194 Career & Life Planning 2 Units**

This course will enable students to develop career goals & lay out a path for achieving these goals. Students will examine their personal interests, aptitudes, values, decision-making skills, academic plans, & career awareness. This personal, educational, & occupational info will then be organized & translated into an individualized course of action. Integration of career goals with current & future college course work will be stressed.

### **BUS 201 Introductory Accounting 4 Units**

Fundamental principles, terminology, techniques, & applications; books, accounts & financial statements for retailing & wholesaling concerns; treatment & presentation of proprietorship, partnership & corporate accounts.

PREREQ: OPEN TO SECOND SEMESTER FRESHMAN OR CONSENT OF INSTRUCTOR

### **BUS 202 Intermediate Accounting 4 Units**

Accounting theory principles, concepts, & procedures & their applications as applied to balance sheet & income statement accounts, presentation & interpretation of financial statements; problems of terminology, valuation, & analysis are included.

PREREQ: BUS 201

### **BUS 204 Managerial Accounting 3 Units**

Interpretation & application of accounting reports by Mgmt. in planning, coordinating, & controlling business activities; presentation, analysis & interpretation of financial data; internal control & reports to Mgmt.; cost-volume-profit relationships, budgets, costs, & managerial decision making.

PREREQ: BUS 201

### **BUS 209 Understanding Business in Society 3 Units**

An exploration of how businesses make decisions that impact their firms, individuals, & society as a whole. Students learn & practice business concepts needed to make better decisions as employees, entrepreneurs, citizens, regulators, or researchers. Introduces fundamental economic principles & legal topics; emphasizes finance & accounting.

PREREQ: MAT 105

### **BUS 210 Business Communication 3 Units**

(BUS 210 & ENG 210 are the same course.) Study & practice of the techniques of achieving clarity, brevity & effectiveness in business communication. Planning, preparation, critiquing of business letters, memoranda, short & long reports, resumes, manuals of procedure, & oral reports. Prereq: ENG 102 or cons. instr.

PREREQ: ENGLISH 102 OR ENGLISH 162 OR ENGLISH 105; AND LOWER DIVISION BUSINESS ENROLLMENT REQUIREMENTS

### **BUS 219 Introduction to Sports/Fitness Mgt 3 Units**

(BUS 219 & HES 219 are the same course.) This course will provide an Intro to the sport & fitness Mgmt. industry. Emphasis will be placed on basic Mgmt. principles, marketing, public relations, finance, Eco., organizational theory, & career opportunities as they apply to the field of sports & fitness Mgmt..

### **BUS 220 Introduction to E-Commerce 3 Units**

(BUS 220 & CPS 120 are the same course.) This course will familiarize the student with the basics of e-commerce. Major topics include the basics of the internet, entrepreneurship, the creation of a business plan, financing, web site design, & e-business Mgmt.. Students will develop a background in electronic commerce technology through exploring infrastructure & emerging technical issues in support of e-commerce.

### **BUS 222 Diversity in Business 3 Units**

Explores diversity in business within the U.S. political & social context. Examines impact on the workplace & experiences of minority entrepreneurs. Includes the perspectives & experiences of at least two groups: African Americans, American Indians, Hispanics, &/or Asian Americans in the U.S..

### **BUS 227 Multicultural Business 3 Units**

(AIS 227 & BUS 227 are the same course.) Examines business topics requiring an understanding of culture. Includes cultural diversity in the workplace & the experiences of minorities in business.

### **BUS 230 Introduction to Management Information Systems 3 Units**

An Introductory course designed to provide students with a fundamental knowledge of Mgmt. Info systems & their concepts including the use of Info systems for Mgmt. decision-making & the impact of Info systems on Mgmt.. Topics may vary as technology changes but the students will learn the tools of productivity (i.e. Excel) such as electronic spreadsheet, data base, & graphics.

PREREQ: SECOND-SEMESTER FRESHMEN OR CONSENT OF INSTRUCTOR

### **BUS 242 Business Ethics 3 Units**

(BUS 242 & PHI 243 are the same course.) Critical discussion of ethical reasoning & moral values in business & industry; includes relevant case studies & readings.

### **BUS 243 Economic and Business Statistics 3 Units**

(BUS 243 & ECO 243 are the same course.) Elementary theory & business application of statistical techniques, probability & normal distribution, hypothesis testing, analysis & interpretation of economic & business data, index numbers, regression & time series analysis & Chi squares.

PREREQ: A GRADE OF C OR BETTER IN MAT 105 OR 108 OR EQUIVALENT

### **BUS 244 International Business 3 Units**

This course focuses on the study of how businesses conduct their operations in the global economy. The political, legal, cultural, social & economic challenges confronting businesses in international markets will be examined. Topics covered include trade strategies, international business operations, international trade & financial theory & policy, foreign exchange markets & the theory of multi-national enterprises.

PREREQ: AN ECONOMICS COURSE OR CONSENT

### **BUS 270 Women in Business 3 Units**

Women in Business examines the opportunities, challenges & problems women encounter in pursuing a career in business. This course will consider the history of women as business owners & entrepreneurs, executives, managers & employees. We will also study socialization, the law, career planning, how families impact the workplace & differences & effects of gendered communication styles in business settings.

**BUS 294 Internship in Business or Economics 1-3 Units**

An internship providing students with opportunities to apply knowledge & skills learned in Business &/or Eco. courses to professional experiences while working in a business or non-profit organization. Students will work under the supervision of a Business & Eco. Department member & with a business or community staff member off-campus. Credit is based on hours employed & on instructor evaluation of student learning. Repeatable for a maximum of six credits.

PREREQ: PRIOR BUS OR ECO CLASS AND CONSENT OR INSTRUCTOR

**BUS 297 Special Topics 1-3 Units**

Prereq: Cons. instr.

PREREQ: CONSENT OF INSTRUCTOR

**BUS 299 Independent Studies 1-3 Units**

Prereq: Cons. instr.

PREREQ: CONSENT OF INSTRUCTOR