

# BUSINESS ADMINISTRATION (BUS) - ROCK COUNTY

## Courses

### **BUS 101 INTRODUCTION TO BUSINESS 3 Units**

Introduction to the role of business in the modern political, social and economic environments. Describes career opportunities.

### **BUS 110 PERSONAL FINANCE 3 Units**

A study of personal financial management. Examines the financial problems and 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, and estate planning.

### **BUS 201 INTRODUCTORY ACCOUNTING 4 Units**

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

PREREQ: 15 UNITS OF COURSEWORK

### **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 and application of accounting reports by management in planning, coordinating, and controlling business activities; presentation, analysis and interpretation of financial data; internal control and reports to management; cost-volume-profit relationships, budgets, costs, and 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**

This course teaches students to effectively communicate in a variety of business settings. Students write messages, reports, proposals, and other professional documents. Students also plan and present an oral report.

### **BUS 220 INTRODUCTION TO E-COMMERCE 3 Units**

This course will familiarize the student with the basics of e-commerce. Major topics include the basics of the internet, entrepreneurship, creating a business plan, financing, website design, and e-business management. Students will develop a background in electronic commerce technology by exploring infrastructure and emerging technical issues in support of e-commerce.

### **BUS 227 MULTICULTURAL BUSINESS 3 Units**

Examines business topics requiring an understanding of culture. Includes cultural diversity in the workplace and 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 management information systems and their concepts including the use of information systems for management decision-making and the impact of information systems on management. Topics may vary as technology changes but the students will learn the tools of productivity (i.e. Excel) such as electronic spreadsheet, data base, and graphics.

PREREQ: 15 UNITS OF COURSEWORK

### **BUS 242 BUSINESS ETHICS 3 Units**

Critical discussion of ethical reasoning and moral values in business and industry; includes relevant case studies and readings.

### **BUS 243 ECONOMIC AND BUSINESS STATISTICS 3 Units**

Elementary theory and business application of statistical techniques, probability and normal distribution, hypothesis testing, analysis and interpretation of economic and business data, index numbers, regression and time series analysis and Chi squares.

PREREQ: C OR BETTER IN (MAT 105 OR MAT 108)

### **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 294 INTERNSHIP IN BUSINESS OR ECONOMICS *Repeatable* 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