

Business Administration

Business Administration (BUS) Classes

BUS110G : Introduction to Business

This is an introductory course designed to provide students with a basic understanding of the structures and operations of business and an awareness of social and ethical responsibility as it relates to the environment, consumers, employees, and investors. An appreciation of the global economy will also be explored.

Credits 3

Theory Hours 3

Lab Hours 0

Semester Offered

All semesters

BUS114G : Management

The principles and techniques underlying the successful organization and management of business activities. This course combines the traditional analysis of management principles with the behavior approach. The management functions of planning, organizing, leadership, staffing, decision-making, communicating, and motivating and controlling will be stressed. Additionally, the impact of technology on management functions and implementation processes, especially information technology, will be examined.

Credits 3

Theory Hours 3

Lab Hours 0

Semester Offered

All semesters

BUS200G : Teambuilding

This course will introduce and expand upon the basic principles and concepts of team building and self-directed work teams as they pertain to the workplace environment. Through the use of lecture and workshop-type group exercises, the key concepts of how teamwork can influence and benefit the workplace will be explored.

Credits 3

Theory Hours 3

Lab Hours 0

Semester Offered

Fall/Summer semesters

BUS208G : Leadership Theory & Practice

Leadership Theory & Practice presents critical leadership and management concepts that have emerged over several decades, with emphasis on contemporary leadership theory. Students will apply theories of leadership through case analysis and enhance personal leadership skills through self-assessment exercises and other

activities. Included in the course are recognition of significant leaders, understanding of research findings on critical leadership attributes, and contemporary perspectives on leadership ethics, networking, coaching, organizational culture, diversity, learning organizations, strategic leadership, and crisis leadership. The aim of the course is to help students develop as effective leaders in contexts where they currently serve, and for contexts to which they aspire. Leadership Theory & Practice reflects a belief that leadership involves moral and ethical dimensions, that effective leadership equals good leadership, and that leadership includes service to others, authenticity, and integrity.

Credits 3

Theory Hours 3

Lab Hours 0

Prerequisites

[BUS110G](#) or permission of Dept. Chair

Semester Offered

Spring semester

BUS209G : Principles of Global Business

Principles of Global Business provides students with a practical, comprehensive foundation in international business topics. Students will gain an understanding of how globalization influences international trade and learn about the complexities of a global supply chain. Students will discover what it means to open and run a business in China, Brazil, or the Middle East. Students will acquire practical knowledge of the international monetary system and learn about the cultural and legal factors affecting international product development, distribution channels, sales, and promotion. The course will help prepare students for careers working in the context of multinational organizations and illustrate in depth how business is conducted outside the United States.

Credits 3

Theory Hours 3

Lab Hours 0

Prerequisite Courses

BUS110G: Introduction to Business

Semester Offered

Spring semester

BUS210G : Organizational Communications

Effective communication is the lifeblood of the organization; it is also the foundation of a successful business career. This course will focus on the methods and techniques necessary to utilize facts and inferences, understand communication strategies, create logical presentations, and develop critical skills in listening, speaking, and writing. Students will also gain an understanding of nonverbal, visual, and mass communication.

Credits 3

Theory Hours 3

Lab Hours 0

Semester Offered

Summer semester

BUS211G : Business Law

Business Law provides a comprehensive study of the relationship between business and the law. A study of the American legal system and the basic legal concepts related to substantive and procedural law. Introduction to cases, statutes, the Constitution, and the court process and conflict resolution using Alternative Dispute Resolution principles. The course includes the topics of business ethics, Constitutional law principles, contractual concepts, the Uniform Commercial Code, the variety of ways in which a business may be legally organized and financed, agency and employment, torts and product liability, consumer protection, and intellectual property.

Credits 3

Theory Hours 3

Lab Hours 0

Prerequisites

Placement in [ENGL110G](#) or [ENGL111G](#) and [BUS110G](#) (or [BUS114G](#)); or permission of Program Coordinator or Department Chair

Semester Offered

Spring semester

BUS216G : Organizational Behavior

This course is an introduction to the philosophy, concepts, and topics in organizational behavior (OB) and behavioral management. It is a study of individuals, groups, and interactions of these constituencies. Students will examine theories of motivation, communication, leadership, power, conflict, and change with practical relation to contemporary issues. Writing intensive course.

Credits 3

Theory Hours 3

Lab Hours 0

Prerequisites

Placement in [ENGL110G](#) or [ENGL111G](#) and [BUS110G](#) (or [BUS114G](#) or approval of Program Coordinator)

Semester Offered

Fall semester

BUS220G : Operations Management

Operations Management focuses on the relationship of the production and operations functions of delivering products or services to the achievement of an organization's strategic plan and linking the organization to its customers. Students integrate forecasting, materials management, planning, scheduling, process, operations control skills and techniques with approaches and tools such as Total Quality, Statistical Process Control, Continuous Improvement, Demand Flow and Just- In-Time production systems.

Credits 3

Theory Hours 3

Lab Hours 0

BUS221G : Business Finance

This course is designed to survey the corporate finance discipline, to examine the financial management of corporations, to develop skills necessary for financial decision making, financial forecasting, ratio evaluation, and to acquaint students with money, capital markets, and institutions.

Credits 3

Theory Hours 3

Lab Hours 0

Prerequisite Courses

ACCT123G: Accounting and Financial Reporting II

Semester Offered

Spring semester

BUS224G : Human Resource Management

This course is designed to provide fundamental presentation of the dynamics of human resource management. Emphasis is placed on job design and development, employment training, benefits administration, compensation, and employee relations.

Credits 3

Theory Hours 3

Lab Hours 0

Semester Offered

Fall semester

BUS231G : Self-Assessment

This course, offered as a seminar or in an online structure, is designed to allow students to assess their strengths and weaknesses and to enlighten students on what types of organizational culture is most conducive to personal growth.

Credits 1

Theory Hours 1

Lab Hours 0

BUS234G : Entrepreneurship & Small Business Management

This course covers key concepts and skills critical to successfully launching, developing, and managing a small business. Emphasis will be placed on the integration of key management principles. Students will develop a business plan

Credits 3

Theory Hours 3

Lab Hours 0

Prerequisite Courses

BUS110G: Introduction to Business

BUS114G: Management

Prerequisites

Prerequisites [BUS110G](#): Introduction to Business or [BUS114G](#): Management or Permission of Program

Coordinator: Business Administration

Semester Offered

Spring semester

BUS242G : Ethics and Social Responsibility in Business

Ethics and Social Responsibility in Business will provide the student with opportunities to examine the meaning of business ethics and social responsibility of business in light of the numerous high-profile challenges that managers have faced in the past several years. Focus on ethical leadership and the management of conflicting values confronting business leaders on a daily basis, as well as the more global issue of balancing principles of good business with principles of ethical behavior. Through analysis and discussion, the student will explore the meaning of socially responsible leadership, the various conflicting sets of values managers face in an increasingly global and diverse business context, and the manner in which companies manage their ethical obligations and responsibilities.

Credits 3

Theory Hours 3

Lab Hours 0

Prerequisites

Placement in [ENGL110G](#) or [ENGL111G](#) and [BUS110G](#) (or approval of Program Coordinator)

Semester Offered

All semesters

BUS282G : Capstone Research

This course will be taught from the viewpoint of the person who conducts market research with a concentration on techniques and processes required to conduct quality research studies. Topics include questionnaire development, sampling techniques, data-collection methods, and survey errors. Application of concepts through primary data coupled with secondary data through a market research project. This course must be taken in the student's final semester.

Credits 3

Theory Hours 3

Lab Hours 0

Prerequisites

[MKTG101G](#)

BUS291G : Internship

A course designed to provide comprehensive experience in application of knowledge learned in previous coursework. Students will select a site and will work as a supervised intern. This course will be among the last in a student's program.

Credits 3

Theory Hours 0

Lab Hours 9

Semester Offered

All semesters