

BUSINESS (BUS)

BUS 1200. Business Essentials. (3 Credits)

This course provides an overview and application of technology and soft-skills necessary within a business context. The course explores the use of various information technology formats for communication, data management and problem solving in the organizations. Students will apply these technological skills within their preparation of vocation and career-related skills needed in today's business climate. Students conduct extensive laboratory activities culminating in a final project that evaluates proficiency in skills needed for professional success and etiquette.

BUS 1220. Introduction to Business Information. (3 Credits)

This course presents an overview of the management information system. This course examines total organizational effort required in the management function. Topics of special interest include communication and systems theory, accounting cycles and applications systems, costs of data processing software and hardware, systems control and systems design.

BUS 1400. Quantitative Business Essentials. (3 Credits)

This course provides an overview and application of technology and soft-skills necessary within a business context. The course explores the use of various information technology formats for communication, data management and problem solving in the organizations. The course introduces data analysis concepts using spreadsheets. Students will apply these technological skills within their preparation of vocation and career-related skills needed in today's business climate. Students conduct extensive laboratory activities culminating in a final project that evaluates proficiency in skills needed for professional success and etiquette.

BUS 2200. Business Law I. (3 Credits)

This course offers an introduction to the American Legal System and several specific legal topics including, but not limited to, criminal law, torts, employment law and discrimination, agency, contracts and sales. Note: This is a course required for students majoring in the business discipline. Grades lower than a C- will not satisfy the requirements of the Business Core.

BUS 2400. Introduction to LEAN. (3 Credits)

This course introduces a series of concepts and practices directed toward improving customer value and reducing waste. Lean means creating more value to the customer with fewer resources. The course will focus on how to systematically expose unneeded processes, materials, and effort to make operations processes more effective and customer focused.

BUS 2420. Introduction to Six Sigma. (3 Credits)

This course introduces a method that organizes an operational improvement project into five components: define, measure, analyze, implement and control (DMAIC). Similar to a scientific research project, students will learn the Six Sigma process and how to use measures and statistics to make the right decisions to improve the effectiveness of organizational operations.

Prerequisites: (BUS 315, 315, 3450 or 3450).

BUS 2440. Project Management. (3 Credits)

Project management is the practice of initiating, planning, executing, controlling, and closing the work of a team to achieve specific goals and meet specific success criteria within certain constraints (time, quality, budget). The role and competencies of Project Managers is constantly evolving. Most recent discussions look at the Project Manager to be well versed in leadership as well as technical skills, such as statistics, etc. This course is a survey of project management and its use in solving business problems and its contribution to the strategic goals of the organization. Emphasis is placed on the scope, time frames, risk, cost, and quality aspects of project management. Project management case studies will supplement class lectures and students will use project management related tools (financial and statistical analysis, Gantt charts, Pareto analysis, and project management software) to facilitate project planning, analysis and feasibility assessment.

BUS 2600. Employment and Labor Relations. (3 Credits)

This course studies the management and administration issues related to group and individual performances and their effective contributions to the organizational objectives. Strategies for successful self-management, team building, and delegation will be emphasized.

BUS 2620. Staffing. (3 Credits)

This course introduces students to the principles and functions of staffing to enable the design and management of a successful staffing process, including legal compliance, internal and external recruitment, interviewing, and retention.

Prerequisites: (MGMT 336, 336, 3600 or 3600).

BUS 2640. Workplace Health and Safety. (3 Credits)

This course will provide students with the basic knowledge and principles of the field of occupational safety and health. This course is designed to provide students with an understanding and appreciation for the fundamental safety technology and management needs of the safety director.

Prerequisites: (MGMT 336 or 3600).

BUS 2660. Organizational Management Principles. (3 Credits)

This course engages students in the art and science of management within an organization. The four functions of management, organizing, leading, planning and controlling, are considered in light of individual group and organizational dynamics.

BUS 3200. Business Law II. (3 Credits)

This course examines several areas of business law including negotiable instruments, property, and business organizations. Fundamental principles of ethics and their application to common business situations are also examined during the course.

BUS 3220. Nonprofit Fundraising and Grant Writing. (3 Credits)

Course Description: Nonprofit Fundraising and Grant Writing offers students an introductory overview of fundraising strategies useful in the nonprofit sector. Weekly projects that allow for the practical application of the concepts being studied.

BUS 3240. Philosophy of Values & Ethics. (3 Credits)

This course provides the student the opportunity to explore philosophical approaches to ethics in the business organizational context. Personal and corporate ethical dilemmas are examined in reading, classroom, and online discussion, and reflective papers from the perspective of a variety of stakeholders. Students examine their own approach to ethical decisions and recognize the impact of Christian principles in their own behavior and attitudes.

BUS 3260. Journal Editing & Publishing. (1-3 Credits)

This course provides students an opportunity to explore specialized topics as research projects, seminars or lecture series in areas of business such as economics, sustainability, management, entrepreneurship, finance, accounting, human resources, marketing, and other subjects. Student will write, edit and publish research papers.

BUS 3420. Management Information Systems. (3 Credits)

This course presents an overview of management information systems. This course examines total organizational effort required in the management function. Topics of special interest include communication and systems theory, accounting cycles and applications systems, costs of data processing software and hardware, systems control and systems design.

Prerequisites: (MGMT 130, 130, 1200, 1200, BUS 130 or 130) and (BUS 161, 161, 1200, 1200, 162, 162, 1400 or 1400).

BUS 3450. Business Statistics. (3 Credits)

This course will provide students with a working knowledge of statistics, which will help them make proper business decisions under uncertain conditions. Areas to be covered include descriptive statistics, probability, inferential statistics, discrete and continuous probability distributions, and regression analysis.

BUS 3600. Family Business Management. (3 Credits)

This course exposes students to the ethical issues in business management and equips them to be effective servant leaders in business.

BUS 3620. Family Business Strategic Plan. (3 Credits)

This course will focus on the fundamental strategic planning opportunities and challenges facing family business owner management. Topics include: the strategy-making process; stakeholders – the vision and mission, governance and business ethics; external analysis; building competitive advantage; business level strategy and competitive positioning; strategy in the global environment; corporate level strategy and long-term profitability; strategic change – implementing strategies to build and develop the company; and implementing strategies through organizational design.

BUS 3640. Supply Chain Management. (3 Credits)

This is an introductory course in supply chain management. This will allow students to understand the components of supply chain management and its role within and across other functions in an enterprise.

BUS 3660. Training and Employee Development. (3 Credits)

This course emphasizes proper training and development within an organization and the introduction to a systematic approach to training. It examines the development and implementation of training, including needs, job and task analysis, design and evaluation of training programs, transfer of training and employee development.

Prerequisites: (MGMT 336, 336, 3600 or 3600).

BUS 3680. Compensation and Benefits. (3 Credits)

This course examines the development, administration, and evaluation of financial and non-financial compensation and benefits reward. Topics will include relevant theoretical and legal perspectives, compensation structure, compensation systems and benefit plans/ systems.

Prerequisites: (MGMT 336, 336, 3600 or 3600).

BUS 3950. Special Topics in Business. (3 Credits)

This course provides a discussion, lecture, and/or research forum (including individual research) for special business subjects not addressed by the regular curriculum. May be taken for 1-3 credits.

Prerequisites: (MGMT 130, 130, 1200 or 1200).

BUS 3999. Business Internship. (1-12 Credits)

This course provides credit for a pre-approved on-the-job work experience in the student's major field of study. The course further prepares the student for employment by teaching interviewing, networking and budgeting strategies; the role benefits play in companies; as well as professional etiquette and other life skills.

BUS 4200. Employment Law. (3 Credits)

This course combines the essential elements of managing individual and group performance towards organizational success with a comprehensive exploration of employment law and ethical considerations in the workplace.

BUS 4400. Health, Life, and Business Social Insurance. (3 Credits)

This course is an investigation of annuities, types of health and life insurance coverage's, employee benefits, and unemployment, disability, and old#age insurance.

BUS 4420. Business Policy and Ethics. (3 Credits)

This course provides management to guide resource deployment to maintain competitive advantages in meeting the corporate mission. The course provides a demonstration of the integration of the functional areas of business administration and a realistic approach to business problems. Prerequisites: senior status or permission of the professor.

BUS 4600. Integrative Project: HR Management. (3 Credits)

In this course elements of professional human resource practice are examined and summarized. Students integrate concepts of planning and evaluating strategic human resource initiatives with legal, social, management, and ethical approaches. This is an advanced course which can only be taken by students who have completed all other HR major requirements. Cannot be transferred in from another school.