

# BUSINESS (BUS)

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## **BUS 130. Principles of Management. (3 Credits)**

Students will be exposed to the concept of developing managerial competencies and where they are most useful and the importance of their development. Students will become familiar with the History of Management, what remains from those early pioneers and how those early developments are used in today's environment.

## **BUS 150. 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 161. 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 162. 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 210. 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 220. 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 225. 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, AL 169, BUS 315 or AL 169.

## **BUS 240. 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 262. Planning New Ventures. (3 Credits)**

This course presents students interested in starting their own business or non-profit enterprise an opportunity to learn how to write and present a business plan, include market analysis, financial projections, and operating plan.

## **BUS 265. 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 266. 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 or 336.

## **BUS 269. 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.

Prerequisite: MGMT 336.

## **BUS 272. 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. Not open to students who have taken AL 352 Organizational Behavior or AL 358 Principles of Management.

## **BUS 310. 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 315. 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 320. 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 325. 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 330. Supply Chain Management. (3 Credits)****BUS 335. 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 355. 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, BUS 130 or 130) and BUS 161 or 161 or (BUS 162 or 162).

**BUS 368. 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 388. 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 or 336.

**BUS 397. 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 398. 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 or 130.

**BUS 399. 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 415. Employment Law. (3 Credits)****BUS 422. Principles of Insurance. (3 Credits)**

This course is an introduction to the tools of insurance and risk management. Property, life, health and liability insurance will be discussed.

**BUS 424. 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 434. 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 or 336.

**BUS 450. International Business. (3 Credits)**

This course examines the principles and practices of business and management in the global environment. Students will gain understanding of the concepts underlying international trade and management, and managing across cultures. The impact of global sociopolitical, ethical, environmental, and legal issues and trends on international and domestic firms is studied.

**BUS 453. 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 473. 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.