

BUS 101 Introduction to Business 3 (3,0,0,0)

Designed to build a business foundation and to give students a broad background of modern business principles. Course will introduce students to the business profession by incorporating and integrating business knowledge and information across departmental curriculum lines to enhance the overall comprehension of the business world. Class projects are assigned to promote team work among students to use their own capabilities in utilizing all educational aspects.

BUS 102B Entrepreneurship and Innovation 3 (3,0,0,0)

Practical overview of business start up, planning, preparation, and risk assessment. Concentration on business plan formulation including acquiring financing, personnel selection, sales and marketing.

BUS 106B Business English 3 (3,0,0,0)

Utilizes previous English language experience to train students in the basic skills of business communication in both oral and written form. Excellent foundation for Business Letters/Reports. Prerequisite: ENG 100 or 101 with a grade of "C" or better.

BUS 107 Business Speech Communication 3 (3,0,0,0)

Designed to provide students with the opportunity to develop speaking and listening skills necessary for successful on-the-job communications. Emphasizes interpersonal and organizational communications such as interviewing, small group dynamics and oral presentations.

BUS 108 Business Letters and Reports 3 (3,0,0,0)

Designed to develop conceptual skills in all types of written and oral business communications, furnish practical applications of these skills, and acquaint the student with tools and techniques required to communicate in the real world of business. Prerequisite: ENG 100 or 101 with a grade of "C" or better.

BUS 109B Business Mathematics 3 (3,0,0,0)

Fundamental mathematical processes for the business person and the consumer are reviewed. Discounts, commissions, depreciation, overhead and interest rates are studied.

BUS 160 Introduction to Financial Planning 3 (3,0,0,0)

Provides technical and conceptual financial information to individuals interested in helping others or themselves to establish economic goals and appropriate financial plans.

BUS 271 Introduction to Employment Law 3 (3,0,0,0)

The study of federal and state labor law and employment law and how it impacts employers, employees and the American workforce.

BUS 272 Legal Environment 3 (3,0,0,0)

Nature and function of law, legal systems, constitutional law, administrative law, antitrust, consumer protection, torts and product liability.

BUS 273 Business Law I 3 (3,0,0,0)

A study of the law as it applies to contract sales and commercial paper.

BUS 274 Business Law II 3 (3,0,0,0)

A study of law as it applies to secured transactions, agency, employment, partnerships, corporations and property.

BUS 275B Fundamentals of International Business 3 (3,0,0,0)

This course will introduce the student to the exciting world of International Business. It will examine the following: direct focus on the development of management skills in handling problems of multinational business; analysis of problems stemming from the movement of goods, services, human resources, technology, finance, and ownership across national boundaries. Prerequisite: BUS 101.

BUS 280B Legal Aspects of International Business 1-3 (1-3,0,0,0)

An introductory overview of International Law divided into three week topical sections of related business and legal aspects designed to emphasize international imports and exports, treaties and remedies. The student may select all or one of the sections; one credit per section.

BUS 284B Internship in International Business 3 (3,0,0,0)

Students in this program will work with experienced business people to assist them as well as to learn about international activities.

Computer Aided Drafting and Design

CADD 100 Introduction to Computer Aided Drafting 3 (2,3,0,0)

This is a continuation of Drafting Fundamentals. The student will be introduced to the basic operation of a CADD workstation using AutoCAD software in a Microsoft Windows environment to produce two-dimensional design drawings. Students should be knowledgeable in the windows operating system.

CADD 105 Intermediate Computer Aided Drafting 3-4 (2,2,0,0)

This course is a continuation of CADD 100, introducing the student to the automated features of a CADD workstation, using industry standard CADD software to produce two-dimensional design drawings. Additional lab hours are required. Prerequisite: CADD 100.