

Business (BUS)

BUS 110 Introduction to Business

3 Hours

Prerequisites: None

3 hours weekly (3-0)

Introduction to business functions, operations, and organization. Includes ownership and management, forms of organizations, finance, business ethics, personnel and labor-management relations, and marketing.

BUS 111 Business Mathematics

3 Hours

Prerequisites: None

3 hours weekly (3-0)

A mathematics course designed to prepare the student to enter the business world and successfully apply math principles to everyday business problems. After a brief review of basic math, some of the topics covered are percentages, discounts, interest, discounting notes, depreciation, inventory, commissions, bank statements, account sales and account purchases, basic statistics, markup-markdown, distribution of profits, and overhead expenses. Good basic math skills are highly recommended.

BUS 121 Business Statistics

IAI – BUS 901

3 Hours

Prerequisites: MAT 108 with Minimum Grade of : C

3 hours weekly (3-0)

Introduction to statistical analysis of business and economic data and how it aids in controlling operations and in making sound

business decisions. Includes descriptive measures of populations and samples, central tendency, probability and probability distributions, interval estimation, hypothesis testing, linear regression and analysis, chi-square analysis, and analysis of variance.

BUS 222 Legal/Social Environment of Business

3 Hours

Prerequisites: None

3 hours weekly (3-0)

A study of the legal and social environment of business, with emphasis on business ethics and corporate social responsibility. Areas of concentration include the legal system and government regulation of business, formation of contracts, securities law, consumer protection law, and labor and employment.

BUS 235 Business Communication

3 Hours

Prerequisites: ENG 101

3 hours weekly (3-0)

A detailed study of business communication. Includes analysis and practice in writing a variety of messages used to communicate in business and industry. To successfully complete this course, a communication competency examination must be passed with at least 70 percent accuracy prior to the end of the semester.

BUS 255 Customer Service

3 Hours

Prerequisites: None

3 hours weekly (3-0)

Customer service is the foundation on which business success and profitability is built. This course is about understanding the importance

of offering quality service and ensuring customer satisfaction in today's competitive marketplace. Students will learn the principles of customer service and what skills are necessary to work with customers and solve problems in all sectors: corporate, government, industry, real estate, retail, legal, wholesale, healthcare, etc.

BUS 282 Legal Terminology

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This course is designed to familiarize students with the various fields of law and to develop a working knowledge of the legal terminology commonly associated with each respective field.