

BUSINESS (BUSN)

BUSN 1013/COMS 1013 - Beginning Keyboarding 3 Credits

Class 1, Lab 2. Provides a working knowledge of the use of all parts of the keyboard and study of business letters. Emphasis on correct techniques, speed and accuracy. No credit given if student has had one unit of typewriting in high school (unless assigned by division).

BUSN 1113 – Business Principles 3 Credits

Class 3. Designed to acquaint the student with the modern business world. It encompasses business organization, records, financial organization risks, personnel, marketing, business association, business and its public.

BUSN 1123 - Business Mathematics 3 Credits

Class 3. Elementary algebraic operations with application to commercial problems.

BUSN 1263 – Introduction to Microcomputers and Business 3 Credits

Class 3. An introductory course for students with no previous computer training. The first part of the course is a general orientation to microcomputers. The second part of the course involves both theoretical and practical application of microcomputers to business situations and problems. *This course meets the General Education requirement for Associate degrees, but may not be accepted as a four-year transfer course in General Education.*

BUSN 1523 – Word Processing 3 Credits

Class 3. A basic study of theory, terminology and hands-on experience in word processing, including transcription, copying, revising, recopying on electronic word processing equipment.

BUSN 1533/COMS 1533 – Spreadsheet Analysis 3 Credits

Class 3. A course designed to teach the fundamentals of computer spreadsheets. An electronic spreadsheet is a table of rows and columns used to record transactions and manipulate numeric and text data. Hands-on experience is emphasized, using current spreadsheet software.

BUSN 1543/COMS 1543 – Data Base Management 3 Credits

Class 3. A course designed to teach data base management techniques; a method designed to consolidate independent files into one integrated whole, so that the same data is accessible to many different users within the same organization. Hands on experience is emphasized, using current data based management software.

BUSN 2103 – Business Communications 3 Credits

Class 3. *Prerequisite: English 1113 – English Comp I and BUSN 1213 - Keyboarding.* This course covers communications by and for management, effective human relations, and the role of the written word. An introduction of principles, problems, and procedures of writing business messages.

BUSN 2113 - Economics I 3 Credits

(S) Class 3. *Prerequisite: Sophomore standing.* Covers the nature of our present economic system, fundamental elements and concepts in economic life, organization of production, value, price, and the monetary system. Referred to as Macro-economics at various institutions.

BUSN 2123 – Introduction to Finance 3 Credits

Class 3. *Prerequisite: Permission of instructor.* Surveys methods of financing business enterprises and their relationships to personal and company investment policies.

BUSN 2133 - Business Law 3 Credits

Class 3. *Prerequisite: Sophomore standing.* Course covers principles of business law and their application as they affect the average businessperson. Includes law and its administration, contract, principal and agents, negotiable instruments, principal and surety, insurer and insured. This course does not fulfill pre-law requirements.

BUSN 2143 - Principles of Management 3 Credits

A study of the major approaches and techniques of management. Studies organizing, planning, staffing, directing and controlling an organization. Also includes authority, responsibility, delegation and assignment of activities to personnel.

BUSN 2153 - Human Relations 3 Credits

A study of physiological, psychological, and social factors which affect human behavior. Personality traits, employer-employee relations, leadership qualities, and business ethics are emphasized.

BUSN 2203 - Principles of Advertising 3 Credits

Class 3. A study of the various advertising media affecting society today and its evaluation.

BUSN 2213 - Economics II 3 Credits

Class 3. *Prerequisite: BUSN 2113 - Economics I.* This course is a continuation of Economics I ECON 2113. The nature of our present economic system. Referred to as Micro-economics at various institutions.

BUSN 2300 - Special Topics 1-5 Credits

Class 1, Lab 4. *Prerequisite: Consent of the instructor.* The study and/or analysis of a selected topic in business. Individual and/or group study. May be repeated with a different topic. Credit 1 to 5 hours.

BUSN 2423 – Desktop Publishing 3 Credits

Class 3. *Prerequisites: BUSN 1263 – Introduction to Computers and Business or COMS 1133 - Fundamentals of Computer Usage.* This course includes the production of documents commonly used in business and industry. Students will learn the production of business cards, letterhead, newsletters, calendars, pamphlets and basic web page design.

BUSN 2543 – Elements of Accounting I 3 Credits

Class 2, Lab 1. Analyzes financial accounting; theory of debits and credits, financial statements, use of journals, sole proprietorships, and corporation

BUSN 2643 – Elements of Accounting II 3 Credits

Class 2, Lab 1. *Prerequisite: BUSN 2543 – Elements of Accounting I.* Includes managerial accounting; a study of managerial concepts and statements through differential analysis, budgeting, manufacturing accounting, profit reporting for management analysis.

BUSN 2713 – Principles of Marketing 3 Credits

Class 3. Includes a survey of the field of distribution. Assesses the various corporate operations, chain stores and jobbers for effectiveness and profitability.

BUSN 2743 – Introduction to Taxation 3 Credits

Class 3. *Prerequisite: Three semester hours of accounting or equivalent or permission of instructor.* Covers provisions and interpretations of present tax laws, practice with actual tax problems and preparation of tax returns for sole proprietors, partnerships, and corporations.

BUSN 2943 – Cost Accounting I 3 Credits

Class 3. *Prerequisite: BUSN 2643 – Elements of Accounting II.* Covers elementary principles of cost accounting; internal records of manufacturing firms, prices, and job cost accounting.