

# BUSINESS ADMINISTRATION (BUS)

## **BUS 1015 | Introduction to Business**

Lecture Credit: 3

Focuses on the operation of the American business system. Covers fundamentals of the economy, careers and opportunities, marketing, management, production, governmental regulations, tools of business and social responsibilities.

## **BUS 1016 | Personal Finance**

Lecture Credit: 3

Surveys the basic personal financial needs of most individuals. Emphasizes the basics of budgeting and buying, saving and borrowing money, the intricacies of home ownership, income tax and investments, and the wise use of insurance, wills and trusts.

## **BUS 1021 | Basic Workplace Skills**

Lecture Credit: 1

Focuses on personal and workplace skills necessary for successful performance. This course introduces project management principles necessary to effectively lead and implement a project.

## **BUS 1075 | Special Topics in Business**

Provides students with a vehicle to pursue special topics of interest in business. The content of this course is designed on an as needed basis to provide current, up-to-date information.

*Note: Special topics courses range from 0-12 credits and vary in learning type. Please see your program chair for more information about your options.*

## **BUS 2001 | Business Logistics Optimization**

Lecture Credit: 3

Addresses and explores the principles of business logistics and optimization, utilizing database management systems and software. Students will construct and evaluate models of business systems for transportation, fleet and asset tracking, distribution and supply, and warehousing. Emphasizes decision analysis for logistics efficiency.

## **BUS 2002 | Business Purchasing, Supply, and Sourcing Logistics**

Lecture Credit: 3

Assesses the skills and abilities needed for the processes and activities for sourcing materials necessary for a business to deliver goods and services. An emphasis on the ability to formulate and manage the sourcing activities of purchasing supply, and sourcing logistics. The skills and fundamental comprehension for evaluating the sourcing of materials will be applied to business processes. Emphasizes decision analysis for logistics efficiency of purchasing, supply and sourcing.

## **BUS 2003 | Introduction to International Business**

Lecture Credit: 3

Provides student with an understanding of the interdisciplinary nature of international business. Course will cover the development of international business; theories and methods of international trade; financing mechanisms and terms used in export documentation and export finance; the effects of economics, political and cultural environment on international business and trade; impact of geography in business transactions; legal aspects of international business; and developing an effective international marketing strategy.

## **BUS 2016 | Legal Environment of Business**

Lecture Credit: 3

Emphasizes public law, regulation of business, ethical considerations, and various relationships existing within society, government, and business. Specific attention is devoted to economic regulation, social regulation, regulation and laws impacting labor-management issues, and environmental concerns. Students develop an understanding of the role of law in social, political, and economic change.

## **BUS 2017 | Business Communication and Report Writing**

Lecture Credit: 3

Emphasizes effective business writing and cover letters, memoranda, reports, application letters, and resumes. Includes the fundamentals of business communication and an introduction to international communication.

## **BUS 2026 | Business Statistics**

Lecture Credit: 3

Focuses on statistical study, descriptive statistics, probability, binominal distribution, index numbers, time series, decision theory, confidence intervals, linear regression, and correlation. Intended for the business major.

## **BUS 2087 | Cooperative Education**

Internship Credit: 3

Provides students with the opportunity to supplement course work with practical work experience related to their educational program and occupational objectives. Students are placed at approved work stations related to their program of study. They work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor/coordinator.

## **BUS 3020 | Business Law and Ethics**

Lecture Credit: 3

Emphasizes the social, legal, political, and ethical responsibilities of businesses to external and internal stakeholders. This course explores various topics including corporate social responsibility, state and federal laws, contracts, intellectual property regulations, employment law, product liability, safety practices, and environmental regulations.

## **BUS 3040 | Business Ethics and Sustainability**

Lecture Credit: 3

Explores sustainability theories, business ethics, and societal responsibilities that go beyond their economic responsibilities. This course emphasizes the complex business environments and social expectations of corporations and emerging governance structures, management systems, and innovative business models.

## **BUS 3060 | Management Technology and Information Systems Processes**

Lecture Credit: 3

Explores information systems in decision-making and meeting operational and strategic goals. This course explores the use of hardware and software in business, as well as database management systems (DBMS) and network information system fundamentals. This course will apply advanced theories of information systems and customer relationship management.

## **BUS 4010 | Applied Business Research and Data Analytics**

Lecture Credit: 3

Presents fundamental techniques to create business research design models and business data analytics for decision-making. This course integrates the principles of research methodologies, data collection, and applied statistical analytic techniques for making practical data-based business decisions.

## **BUS 4089 | Capstone**

Lecture Credit: 3

To be determined by the individual instructor. A Course Description will be developed for each course and documented within the course syllabus. Refer to the SFCC Style Guide for Course Description, Required Course Learning Outcome, and Topical Outline guidelines.