

# BUSINESS DIVISION

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## Contact Information

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## Introduction to the Business Division

The Division's priority is undergraduate instruction, but we also recognize a responsibility to the broader community, which is met through service and scholarship. Faculty work with alumni and an advisory committee of professionals to gather feedback to ensure curriculum and degree programs are relevant and graduates are meeting the needs of the business community

### Mission Statement

The Business Division at Lewis-Clark State College provides quality education to prepare students with the knowledge, competencies, and experience necessary to successfully compete in today's economy through collaborative involvement with the business community.

### Accreditation

Lewis-Clark State College is accredited by the Northwest Commission on Colleges and Universities. Lewis-Clark State College has received specialized accreditation for its business programs through the International Accreditation Council for Business Education (IACBE) located at 11374 Strang Line Road in Lenexa, Kansas, USA.

Click on the following document to see the business programs that are accredited by the IACBE:

<http://iacbe.org/memberpdf/LewisClarkStateCollege.pdf>

Click here for Public Disclosure of Student Achievement for Academic Year 2016-2017

<http://www.lcsc.edu/business/>

## Majors Offered

- Business Administration
- Business Administration with Management Accounting Emphasis
- General Business
- Business and Communication
- Sport Administration
- General Studies: Business

### Associate of Science Degrees

- Business Administration
- Marketing

## Program Outcomes

From the International Accreditation Council for Business Education's (IACBE) Outcomes Assessment Results for the LCSC Business Division:

1. Students will be able to distinguish and explain the concepts, theories, and practices in the functional areas of business.
2. Students will develop and prepare professional oral and written forms of communication.
3. Students will be able to evaluate and apply information technology in support of management decision making.
4. Students will develop and demonstrate the appropriate information literacy skills.
5. Students will be able to work effectively and professionally with diverse colleagues in team situations.

## Assessment

To obtain regular feedback on program excellence, all graduating seniors are required to take a national assessment in Business. The national assessment exam compares LCSC student scores in the functional areas of business with student scores at other institutions of higher learning. The General Studies: Business major does not require the student completing the exit exam.

## Admission Requirements

Refer to Lewis-Clark State College standard Admission guidelines.

Business Division students must earn at least a grade of "C" in Math, ECON, PSYC 101, and all major requirements. ("C-" is not an acceptable grade)

Business Division students must also earn at least a 2.50 grade point average in all business courses combined, including Accounting and Economics.

## Advising

Students are strongly advised to develop Program Plans with a Business Division faculty advisor early in their academic careers. Program Plans help the student to understand the course requirements that must be fulfilled to graduate with a degree. Planning also enables students to learn more about the proper sequencing of courses, which is a key to academic success.

## Minors, Certificates, Transfer Programs

### Minors:

- Business Administration
- Leadership
- Marketing
- Economics
- Human Resource Management

### Certificates:

- Marketing Management
- Human Resource Management
- Sport Marketing
- Leadership

## Special Policies

All candidates for a baccalaureate degree in all business majors with the exception of the General Studies: Business degree must satisfy the following requirements prior to graduation:

1. Complete a minimum of 120 semester college level credits.
2. Complete college's General Education core requirements (see specific major).
3. Complete PSYC-101 and at least one economics class (ECON-201 and/or ECON-202). Some Business majors require both economics classes—check specific program plans. PSYC-101, ECON-201 and ECON-202 satisfy the General Education, Social Sciences Component.
4. Earn at least a "C" in PSYC-101 and the required math for the degree.
5. Earn at least a "C" in all major courses (a "C-" is not an acceptable grade).
6. Earn at least a 2.50 grade point average in all Business courses combined.
7. Complete all tests used as part of the College's value added evaluation strategy, including the COMP or other assessment test and a national assessment test in Business if required.
8. Complete no fewer than 64 credits (which can include economics and statistics) in departments other than business.
9. Complete at least 50% of Business credits in the major at LCSC.
10. The General Studies: Business major has individual degree requirements. See your advisor and review the General Studies: Business program plan for information.

Expectations of students:

The student will:

1. Acquire and demonstrate the relevant knowledge and competencies in the functional areas of business relevant to their programs of study.
2. Exhibit effective business related skills and abilities.
3. Develop and demonstrate the appropriate information literacy skills.

4. Develop essentials skills in decision making in a business environment.
5. Exhibit the ability to use and apply technology in business situations.

## Additional Division Programs

### North Central Idaho Small Business Development Center

As of July 1, 2018, the North Central Idaho Small Business Development Center (SBDC) will be affiliated with the LCSC Business Division. The SBDC at LCSC provide no-cost business coaching, financial and marketing analysis, practical information, and useful connections.

## Clubs, Honor Societies, other Activities

The Business Division has three student organizations, the Business Student Organization (BSO), the Accounting Club and Sport Leadership Club (SLC). Involvement in these organizations allows students to actively participate in networking with fellow students and with the business community.

BSO activities include a variety of fundraising ventures that allow students to raise scholarships and funding for student programs and events. Students may also earn credit for their participation.

The Accounting Club offers students an opportunity to meet and network with accounting professionals and LCSC alumni in the community. As a part of this process, students can explore career options in the accounting field and develop an awareness concerning educational requirements. Students may also earn credit for their participation.

Sport Leadership Club (SLC) purpose is to assist students in gaining leadership experience, securing work experience, and developing a professional network in the sport industry. The SLC has developed partnerships with the City of Lewiston Parks and Recreation, Lewis-Clark State College Athletic Department, University of Idaho Athletic Game Management, Clarkston High School, and many more. The SLC is open to all LCSC students. Officer positions are limited to Sport Administration and Kinesiology majors.

## Preparation for Future Graduate Studies

The Master of Business Administration (MBA) and Master of Accountancy (MAcc) programs at most universities are open to graduates of business and non-business undergraduate programs. Students who wish to pursue these degrees at a particular university are urged to both contact the university and meet with their advisor to ensure their undergraduate coursework meets the entry requirements of that university.

### AC-231 PRINCIPLES OF ACCOUNTING I 3.00 Credits

Surveys accounting principles, practices, and decision making in organizations. Addresses topics of managerial, financial, not-for-profit, taxation, and international accounting. Develops and applies analytic accounting skills and techniques to management decision making. Continued in AC-232 Principles of Accounting II.

### AC-232 PRINCIPLES OF ACCOUNTING II 3.00 Credits

A continuation of AC-231. Pre-requisite: A grade of 'C' or better in AC-231.

### AC-290 DIRECTED STUDY IN ACCOUNTING 1.00-12.00 Credits

### AC-291 WORKSHOP IN ACCOUNTING 1.00-12.00 Credits

### AC-292 SPECIAL TOPICS IN ACCOUNTING 1.00-12.00 Credits

### AC-294 INTERNSHIP IN ACCOUNTING 1.00-12.00 Credits

Introductory level internship in Accounting. The internship is a contracted and supervised learning experience enabling the student to apply skills, techniques, and professional values from business and accounting courses to an approved accounting-related work setting. The duties and responsibilities at the work site should constitute new learning for the student. Students will participate in two workshops with other interns in the Business Division, and work at the employee's site for the contracted number of hours. Students will also write two papers reflecting on their internship experience. Pre-requisite: Sophomore standing or permission of the instructor.

### AC-294A INTERNSHIP IN ACCOUNTING 12.00 Credits

Introductory level internship in Accounting. The internship is a contracted and supervised learning experience enabling the student to apply skills, techniques, and professional values from business and accounting courses to an approved accounting-related work setting. The duties and responsibilities at the work site should constitute new learning for the student. Students will participate in two workshops with other interns in the Business Division, and work at the employer's site for the contracted number of hours. Students will also write two papers reflecting on their internship experience. Pre-requisite: Sophomore standing or permission of the instructor.

### AC-294B INTERNSHIP IN ACCOUNTING 12.00 Credits

Introductory level internship in Accounting. The internship is a contracted and supervised learning experience enabling the student to apply skills, techniques, and professional values from business and accounting courses to an approved accounting-related work setting. The duties and responsibilities at the work site should constitute new learning for the student. Students will participate in two workshops with other interns in the Business Division, and work at the employer's site for the contracted number of hours. Students will also write two papers reflecting on their internship experience. Pre-requisite: Sophomore standing or permission of the instructor.

**AC-294C INTERNSHIP IN ACCOUNTING 12.00 Credits**

Introductory level internship in Accounting. The internship is a contracted and supervised learning experience enabling the student to apply skills, techniques, and professional values from business and accounting courses to an approved accounting-related work setting. The duties and responsibilities at the work site should constitute new learning for the student. Students will participate in two workshops with other interns in the Business Division, and work at the employer's site for the contracted number of hours. Students will also write two papers reflecting on their internship experience. Pre-requisite: Sophomore standing or permission of the instructor.

**AC-294D INTERNSHIP IN ACCOUNTING 12.00 Credits**

Introductory level internship in Accounting. The internship is a contracted and supervised learning experience enabling the student to apply skills, techniques, and professional values from business and accounting courses to an approved accounting-related work setting. The duties and responsibilities at the work site should constitute new learning for the student. Students will participate in two workshops with other interns in the Business Division, and work at the employer's site for the contracted number of hours. Students will also write two papers reflecting on their internship experience. Pre-requisite: Sophomore standing or permission of the instructor.

**AC-295 PRACTICUM IN ACCOUNTING 1.00-12.00 Credits****AC-299 RESEARCH ASSISTANTSHIP 1.00-12.00 Credits****AC-309 VOLUNTEER INCOME TAX ASSISTANCE 3.00 Credits**

The VITA program offers free tax help to low-to moderate-income people in the community who cannot prepare their own tax returns. The purpose of the class is to offer students the opportunity to apply the knowledge they acquire in their accounting classes and related tax classes. The class consists of taking the IRS-sponsored exam that qualifies students to prepare the returns and do a supervisor review of other student-'s' returns. Pre-requisite: AC-232 with a grade of 'C' or better and Junior standing or higher. Graded P/F only. May be repeated once for credit (up to total of 6 credits).

**AC-312 COMPUTERIZED ACCOUNTING 3.00 Credits**

Prepares the student to work with and through computers in meeting organizational financial control needs. Pre-requisite: Must have Junior standing or higher or permission of the instructor.

**AC-319 NOT-FOR-PROFIT ACCOUNTING 3.00 Credits**

This course addresses issues relative to the accounting, reporting and major auditing of a public sector entity. Topics covered include GASB, FASB, and FASAB jurisdiction over not-for-profit and governmental organizations, state and local governmental accounting principles, public entity reporting, and auditing issues. Pre-requisites: Take AC-232 and Junior standing or higher or permission of the instructor.

**AC-331 INTERMEDIATE ACCOUNTING I 3.00 Credits**

A study of theory, concepts, and financial accounting standards and their application to decision making. Topics include financial statements, the accounting model, assets, liabilities, stockholder's equity, and other financial disclosures. Emphasizes the effects of accounting principles on decision-making, external disclosure consequences of corporate decisions, and the private sector influence on the regulatory and standard-setting environment. Incorporates computer applications into coursework. Continued in AC-332 Intermediate Accounting II. Pre-requisites: A grade of 'C' or better in AC-232 and Junior standing or higher or permission of the instructor.

**AC-332 INTERMEDIATE ACCOUNTING II 3.00 Credits**

A continuation of AC-331. Pre-requisites: A grade of 'C' or better in AC-331 and Junior standing or higher or permission of the instructor.

**AC-340 ACCOUNTING INFORMATION SYSTEMS 3.00 Credits**

This course provides a survey of accounting information systems, web technology, online auditing issues in addition to current issues affecting the field of accounting. Specific topics include e-business, computer crime, and expert systems. Pre-requisites: AC-232 and Junior standing.

**AC-385 MANAGERIAL AND COST ACCOUNTING I 3.00 Credits**

A study of managerial and cost accounting concepts and their application to planning and control of the firm. Topics include accounting for performance and productivity measurement, revenue and cost analysis for decision-making and investigating modern managerial accounting decisions. Emphasizes analytical reasoning to enhance decision-making. Incorporates computer applications into coursework. Pre-requisites: AC-232 or MATH-123 with a grade of C or better and Junior standing or higher or permission from the instructor.

**AC-390 DIRECTED STUDY IN ACCOUNTING 1.00-12.00 Credits**

Pre-requisite: Must have Junior standing or higher or permission of the instructor.

**AC-392 SPECIAL TOPICS IN ACCOUNTING 1.00-3.00 Credits**

Pre-requisite: Must have Junior standing or higher or permission of the instructor.

**AC-394 INTERNSHIP IN ACCOUNTING 1.00-12.00 Credits**

Intermediate level internship in Accounting. The internship is a contracted and supervised learning experience enabling the student to apply skills, techniques, and professional values from business and accounting courses to an approved accounting-related work setting. The duties and responsibilities at the work site should constitute new learning for the student. Students will participate in two workshops with other interns in the Business Division, and work at the employer's site for the contracted number of hours. Pre-requisite: Must have Junior standing or higher or permission of the instructor.

**AC-394A INTERNSHIP IN ACCOUNTING 12.00 Credits**

Intermediate level internship in Accounting. The internship is a contracted and supervised learning experience enabling the student to apply skills, techniques, and professional values from business and accounting courses to an approved accounting-related work setting. The duties and responsibilities at the work site should constitute new learning for the student. Students will participate in two workshops with other interns in the Business Division, and work at the employer's site for the contracted number of hours. Pre-requisite: Must have Junior standing or higher or permission of the Instructor.

**AC-394B INTERNSHIP IN ACCOUNTING 12.00 Credits**

Intermediate level internship in Accounting. The internship is a contracted and supervised learning experience enabling the student to apply skills, techniques, and professional values from business and accounting courses to an approved accounting-related work setting. The duties and responsibilities at the work site should constitute new learning for the student. Students will participate in two workshops with other interns in the Business Division, and work at the employer's site for the contracted number of hours. Pre-requisite: Must have Junior standing or higher or permission of the Instructor.

**AC-394C INTERNSHIP IN ACCOUNTING 12.00 Credits**

Intermediate level internship in Accounting. The internship is a contracted and supervised learning experience enabling the student to apply skills, techniques, and professional values from business and accounting courses to an approved accounting-related work setting. The duties and responsibilities at the work site should constitute new learning for the student. Students will participate in two workshops with other interns in the Business Division, and work at the employer's site for the contracted number of hours. Pre-requisite: Must have Junior standing or higher or permission of the Instructor.

**AC-394D INTERNSHIP IN ACCOUNTING 12.00 Credits**

Intermediate level internship in Accounting. The internship is a contracted and supervised learning experience enabling the student to apply skills, techniques, and professional values from business and accounting courses to an approved accounting-related work setting. The duties and responsibilities at the work site should constitute new learning for the student. Students will participate in two workshops with other interns in the Business Division, and work at the employer's site for the contracted number of hours. Pre-requisite: Must have Junior standing or higher or permission of the Instructor.

**AC-395 MANAGERIAL AND COST ACCOUNTING II 3.00 Credits**

A continuation of Managerial/Cost Accounting I. Pre-requisites: A grade of 'C' or better in AC-385 and Junior standing or higher or permission of the instructor.

**AC-483 TAX LAW I 3.00 Credits**

A survey of domestic taxation philosophy, concepts, legislation, and practice with emphasis on tax filings and topics relevant to individual taxation. Pre-requisites: A grade of 'C' or better in AC-332 and Junior standing or higher, OR permission of the instructor.

**AC-484 TAX LAW II 3.00 Credits**

Continuation of topics relevant to individual taxation and a survey of corporate, partnership, and estate taxation philosophy, concepts, legislation, and practice. This course will emphasize corporate taxation and tax planning for the corporate entity and introduction to tax research. Pre-requisites: A grade of 'C' or better in AC-483 and Junior standing or higher or permission of the instructor.

**AC-485 AUDITING CONCEPTS 3.00 Credits**

Examines financial and operational auditing philosophy and techniques. Topics include auditing standards, internal control design and evaluation, statistical applications in auditing, evidence, and report writing. Examines legal and ethical issues, governmental influence on auditing, and auditing's role in organizational change. Pre-requisites: AC-232 with a grade of C or better and Junior standing or permission from the instructor.

**AC-490 DIRECTED STUDY IN ACCOUNTING 1.00-12.00 Credits**

Pre-requisite: Must have Junior standing or higher or permission of the instructor.

**AC-491 WORKSHOP IN ACCOUNTING 1.00-12.00 Credits**

Pre-requisite: Must have Junior standing or higher or permission of the instructor.

**AC-492 SPECIAL TOPICS IN ACCOUNTING 1.00-12.00 Credits**

Pre-requisite: Must have Junior standing or higher or permission of the instructor.

**AC-494 INTERNSHIP IN ACCOUNTING 1.00-12.00 Credits**

Advanced level internship in Accounting. The internship is a contracted and supervised learning experience enabling the student to apply skills, techniques, and professional values from business and accounting courses to an approved accounting-related work setting. The duties and responsibilities at the work site should constitute new learning for the student. Students will participate in two workshops with other interns in the Business Division, and work at the employer's site for the contracted number of hours. Pre-requisite: Must have Junior standing or higher or permission of the Instructor.

**AC-494A INTERNSHIP IN ACCOUNTING 12.00 Credits**

Advanced level internship in Accounting. The internship is a contracted and supervised learning experience enabling the student to apply skills, techniques, and professional values from business and accounting courses to an approved accounting-related work setting. The duties and responsibilities at the work site should constitute new learning for the student. Students will participate in two workshops with other interns in the Business Division, and work at the employer's site for the contracted number of hours. Pre-requisite: Must have Junior standing or higher or permission of the Instructor.

**AC-494B INTERNSHIP IN ACCOUNTING 12.00 Credits**

Advanced level internship in Accounting. The internship is a contracted and supervised learning experience enabling the student to apply skills, techniques, and professional values from business and accounting courses to an approved accounting-related work setting. The duties and responsibilities at the work site should constitute new learning for the student. Students will participate in two workshops with other interns in the Business Division, and work at the employer's site for the contracted number of hours. Pre-requisite: Must have Junior standing or higher or permission of the Instructor.

**AC-494C INTERNSHIP IN ACCOUNTING 12.00 Credits**

Advanced level internship in Accounting. The internship is a contracted and supervised learning experience enabling the student to apply skills, techniques, and professional values from business and accounting courses to an approved accounting-related work setting. The duties and responsibilities at the work site should constitute new learning for the student. Students will participate in two workshops with other interns in the Business Division, and work at the employer's site for the contracted number of hours. Pre-requisite: Must have Junior standing or higher or permission of the Instructor.

**AC-494D INTERNSHIP IN ACCOUNTING 12.00 Credits**

Advanced level internship in Accounting. The internship is a contracted and supervised learning experience enabling the student to apply skills, techniques, and professional values from business and accounting courses to an approved accounting-related work setting. The duties and responsibilities at the work site should constitute new learning for the student. Students will participate in two workshops with other interns in the Business Division, and work at the employer's site for the contracted number of hours. Pre-requisite: Must have Junior standing or higher or permission of the Instructor.

**AC-495 PRACTICUM IN ACCOUNTING 1.00-12.00 Credits**

Pre-requisite: Must have Junior standing or higher or permission of the instructor.

**BUS-101 INTRODUCTION TO BUSINESS 3.00 Credits**

Increases student awareness of business functions and the business environment. (Not open to business majors of Junior or Senior standing.)

**BUS-190 DIRECTED STUDY IN BUSINESS 1.00-12.00 Credits****BUS-192 SPECIAL TOPICS IN BUSINESS 1.00-12.00 Credits****BUS-220 BUSINESS COMMUNICATIONS 3.00 Credits**

Provides students with written and verbal skills to communicate effectively in the business environment. Written skills range from basic grammar and punctuation techniques to writing business memos and reports. Verbal skill situations include preparing presentations and interviews and directing meetings.

**BUS-221 INTRODUCTION TO COMPUTERS/INFO SYSTEMS 3.00 Credits**

Introduction to the characteristics of computer based information systems in organizations. Topics included are: the use of microcomputers in business; the most popular productivity software applications; Management Information Systems (MIS) theory; the importance of MIS in modern international management decision-making; systems analysis and design; and several uses of the Internet.

**BUS-261 ENTREPRENEURSHIP 3.00 Credits**

A study of the development and implementation of developing a for-profit enterprise. Emphasis is put on best practices for success in today's global economy. Case studies are used to explore topics ranging from the entrepreneurial lifestyle and mindset to the decision to start a business from scratch, purchase a franchise or existing business, to the components of a business plan, which include management and organization, marketing, financial sections, and managing growth.

**BUS-271 BUSINESS STATISTICS 3.00 Credits**

Survey of descriptive and inferential statistical concepts commonly used in the treatment of data in social science research. The understanding and application of the concepts will be emphasized. Topics include: measures of central tendency, measures of variability, correlation methods, hypothesis testing, and simple analysis of variance. Pre-requisite: MATH-123 with a grade of C or better.

**BUS-290 DIRECTED STUDY IN BUSINESS 1.00-12.00 Credits****BUS-292 SPECIAL TOPICS IN BUSINESS 1.00-12.00 Credits****BUS-294 INTERNSHIP IN BUSINESS 1.00-12.00 Credits**

Introductory level internship in Business. The internship is a contracted and supervised learning experience enabling the student to apply skills, techniques, and professional values from business courses to an approved business-related work setting. The duties and responsibilities at the work site should constitute new learning for the student. Students will participate in two workshops with other interns in the Business Division, and work at the employer's site for the contracted number of hours. Pre-requisite: Sophomore standing or permission of the instructor.

**BUS-294A INTERNSHIP IN BUSINESS I 1.00-12.00 Credits**

Introductory level internship in Business. The internship is a contracted and supervised learning experience enabling the student to apply skills, techniques, and professional values from business courses to an approved business-related work setting. The duties and responsibilities at the work site should constitute new learning for the student. Students will participate in two workshops with other interns in the Business Division, and work at the employer's site for the contracted number of hours. Pre-requisite: Sophomore standing or permission of the instructor.

**BUS-294B INTERNSHIP IN BUSINESS II 1.00-12.00 Credits**

Introductory level internship in Business. The internship is a contracted and supervised learning experience enabling the student to apply skills, techniques, and professional values from business courses to an approved business-related work setting. The duties and responsibilities at the work site should constitute new learning for the student. Students will participate in two workshops with other interns in the Business Division, and work at the employer's site for the contracted number of hours. Pre-requisite: Sophomore standing or permission of the instructor.

**BUS-294C INTERNSHIP IN BUSINESS 12.00 Credits**

Introductory level internship in Business. The internship is a contracted and supervised learning experience enabling the student to apply skills, techniques, and professional values from business courses to an approved business-related work setting. The duties and responsibilities at the work site should constitute new learning for the student. Students will participate in two workshops with other interns in the Business Division, and work at the employer's site for the contracted number of hours. Pre-requisite: Sophomore standing or permission of the instructor.

**BUS-294D INTERNSHIP IN BUSINESS 12.00 Credits**

Introductory level internship in Business. The internship is a contracted and supervised learning experience enabling the student to apply skills, techniques, and professional values from business courses to an approved business-related work setting. The duties and responsibilities at the work site should constitute new learning for the student. Students will participate in two workshops with other interns in the Business Division, and work at the employer's site for the contracted number of hours. Pre-requisite: Sophomore standing or permission of the instructor.

**BUS-301 FINANCIAL MANAGEMENT 3.00 Credits**

A study of decision making within a firm, emphasizing the financial environment and maximizing the value of the firm. Subjects include financial planning, the CAP model and long-term valuation decisions. Pre-requisites: AC-232 and MATH-123 with a grade of C or better and Junior standing or higher or permission from the instructor.

**BUS-306 BUSINESS AND CULTURE 3.00 Credits**

This course increases student awareness of business cultures, introduces business industry norms, and aspects of the general business environment on a micro, macro, and global basis.

**BUS-311 FOUNDATIONS OF MANAGEMENT THEORY 3.00 Credits**

Explores the historical foundations of management thought, analyzes the functions of management, and provides a detailed examination of leadership, communication, motivation, and organizational behavior. Pre-requisite: Must have Junior standing or higher or permission of the instructor.

**BUS-312 HOTEL RESTAURANT MANAGEMENT 3.00 Credits**

Examines the function of management and organizational behavior theory and explores historical perspectives and current trends in management as is applicable to the hospitality industry.

**BUS-321 PRINCIPLES OF MARKETING 3.00 Credits**

Examines the basic elements of marketing theory, terminology and concepts with emphasis placed on analyzing consumer motivation. Pre-requisite: Must have Junior standing or higher or permission of the instructor.

**BUS-323 PROMOTION METHODS 3.00 Credits**

Focuses on major elements of the promotional mix including personal selling, advertising, sales, promotion, and publicity. Pre-requisites: BUS-321 and Junior standing or higher or permission of the instructor.

**BUS-325 FOOD SERVICE SYSTEMS AND CONTROLS 3.00 Credits**

Provides an introduction to control functions in food and beverage management, including determining standards, operating budgets, and menu production to students preparing for careers in the food and beverage management sector, as well as hotels and other enterprises where this knowledge is necessary. Pre-requisite: Must have Junior standing or higher or permission of the instructor.

**BUS-333 CONSUMER BEHAVIOR 3.00 Credits**

Focuses on those activities directly involved in obtaining, consuming, and disposing of products and services, including the decision processes that precede and follow these actions. Topics include individual and small group decision making as well as the major factors shaping these processes: individual differences, psychological processes, and environmental influences. Consumer Behavior is of particular interest to those who, for various reasons, desire to influence or change that behavior, including those whose primary concern is marketing, consumer education and protection, and public policy. Non-business majors are welcome. Pre-requisite: BUS-321 with a grade of C or better and Junior standing or higher; or permission of the instructor.

**BUS-340 RETAIL MARKETING 3.00 Credits**

Includes site selection, organization, merchandising, pricing, promotion, and controls. Pre-requisites: BUS-321 and Junior standing or higher or permission of instructor.

**BUS-352 PUBLIC FINANCE 3.00 Credits**

An examination of the public sector and its contribution to economic welfare, resource allocation, income distribution, stabilization, and economic growth. Pre-requisites: ECON-201 and ECON-202 and Junior standing or higher or permission of the instructor.

**BUS-355 INFORMATION SYSTEMS FOR MANAGERS 3.00 Credits**

Advanced study of the characteristics of computer based information systems in organizations. Topics include: issues and problems in the use of computerized information systems in organizing and operating the business enterprise, global issues in information access, use comparative international applications, and implementation of decision support systems. Pre-requisites: BUS-311 or BUS-312 and Junior standing or higher or permission of the instructor.

**BUS-360 LEADERSHIP 3.00 Credits**

Explores the concept of leadership from an interdisciplinary perspective: psychological determinants of leaders and followers, political factors of governance, sociological issues connecting individuals and small groups, anthropological factors in tracking societal transformations, and management skills in the practice of leadership. Pre-requisite: BUS-311 and must have Junior standing or higher or permission of the instructor.

**BUS-363 SERVANT LEADERSHIP 3.00 Credits**

In this course students will be exposed to the foundations of servant leadership centering on shared power, putting the needs of others first to empower them to develop and perform at a high level. Students will explore the principles of servant leadership to develop individual and group leadership skills to impact their lives and to allow them to give back to their communities. Pre-requisite: BUS-360 with a grade of C or better and Junior standing or higher or permission from the instructor.

**BUS-364 EMOTIONAL INTELLIGENCE 3.00 Credits**

This course will cover evidence-based research on the application and effectiveness of Emotional Intelligence in the work place. This includes building a greater sense of awareness of emotions and learning strategies in yourself and others. Emotional Intelligence will help students develop leadership skills that are constructive, productive and authentic. Pre-requisite: BUS-360 with a grade of C or better and Junior standing or higher or permission from the instructor.

**BUS-365 BUSINESS LAW I 3.00 Credits**

Explores the legal environment of business, including the legal system, the nature and source of law as applied to business activity, and labor law and legislation. Emphasis on legislation and cases impacting business practice. Requires the preparation of written briefs for assigned cases. Pre-requisites: ENGL-102 or ENGL-109 and Junior standing or higher or permission of the instructor.

**BUS-366 BUSINESS AND SOCIETY 3.00 Credits**

Surveys the political, legal, and social factors that influence business, the role of business in alleviating social problems, and business' responsibility in light of contemporary ethical and moral values. Writing integrated. Pre-requisites: ENGL-102 or ENGL-109 and Junior standing or higher or permission of the instructor.

**BUS-370 PRODUCTION AND OPERATIONS MANAGEMENT 3.00 Credits**

Examines planning, scheduling, and management of business operations and procedures for achieving continuous improvements in quality in manufacturing and service firms. Topics include forecasting demand and costs, facilities design, production planning, and control procedures. Pre-requisites: MATH-123, BUS-311, and BUS-271 or ECON-300 with a grade of C or better and Junior standing or higher or permission from the instructor.

**BUS-375 BUSINESS LAW II 3.00 Credits**

Business Law II is a continuation of Business Law I and will cover a variety of legal issues including Negotiable Instruments, Agency Law, Business Associations, Creditor Relations, and Regulation of Business. The student will review current events involving the legal environment of business and will prepare case briefs and analyze legal problems. Pre-requisite: BUS-365.

**BUS-380 INTERNATIONAL BUSINESS 3.00 Credits**

An overview of the international business environment, conditions affecting firms conducting business overseas and the effects of a transcultural, multi-currency setting on each of the functional areas of business. Pre-requisites: BUS-311 and Junior standing or higher or permission of the instructor.

**BUS-390 DIRECTED STUDY IN BUSINESS 1.00-12.00 Credits**

Pre-requisite: Must have Junior standing or higher or permission of the instructor.

**BUS-392 SPECIAL TOPICS IN BUSINESS 1.00-3.00 Credits**

Pre-requisite: Must have Junior standing or higher or permission of the instructor.

**BUS-394 INTERNSHIP IN BUSINESS 1.00-12.00 Credits**

Intermediate level internship in Business. The internship is a contracted and supervised learning experience enabling the student to apply skills, techniques, and professional values from business courses to an approved business-related work setting. The duties and responsibilities at the work site should constitute new learning for the student. Students will participate in two workshops with other interns in the Business Division, and work at the employer's site for the contracted number of hours. Pre-requisite: Must have Junior standing or higher or permission of the Instructor.

**BUS-394A INTERNSHIP IN BUSINESS I 1.00-12.00 Credits**

Intermediate level internship in Business. The internship is a contracted and supervised learning experience enabling the student to apply skills, techniques, and professional values from business courses to an approved business-related work setting. The duties and responsibilities at the work site should constitute new learning for the student. Students will participate in two workshops with other interns in the Business Division, and work at the employer's site for the contracted number of hours. Pre-requisite: Must have Junior standing or higher or permission of the Instructor.

**BUS-394B INTERNSHIP IN BUSINESS II 1.00-12.00 Credits**

Intermediate level internship in Business. The internship is a contracted and supervised learning experience enabling the student to apply skills, techniques, and professional values from business courses to an approved business-related work setting. The duties and responsibilities at the work site should constitute new learning for the student. Students will participate in two workshops with other interns in the Business Division, and work at the employer's site for the contracted number of hours. Pre-requisite: Must have Junior standing or higher or permission of the Instructor.



**BUS-394C INTERNSHIP IN BUSINESS III 1.00-12.00 Credits**

Intermediate level internship in Business. The internship is a contracted and supervised learning experience enabling the student to apply skills, techniques, and professional values from business courses to an approved business-related work setting. The duties and responsibilities at the work site should constitute new learning for the student. Students will participate in two workshops with other interns in the Business Division, and work at the employer's site for the contracted number of hours. Pre-requisite: Must have Junior standing or higher or permission of the Instructor.

**BUS-394D INTERNSHIP IN BUSINESS IV 1.00-12.00 Credits**

Intermediate level internship in Business. The internship is a contracted and supervised learning experience enabling the student to apply skills, techniques, and professional values from business courses to an approved business-related work setting. The duties and responsibilities at the work site should constitute new learning for the student. Students will participate in two workshops with other interns in the Business Division, and work at the employer's site for the contracted number of hours. Pre-requisite: Must have Junior standing or higher or permission of the Instructor.

**BUS-405 SMALL BUSINESS/ENTREPRENEURIAL MGMT 3.00 Credits**

Explores techniques and challenges in developing and operating a small business. Emphasizes application of classroom learning in cases involving local businesses. Pre-requisites: BUS-321 and Junior standing or higher or permission of the instructor.

**BUS-412 HUMAN RESOURCE MANAGEMENT 3.00 Credits**

A survey of personnel functions including manpower planning, appraisal systems, training and development, labor-management relations, compensation, and safety. Pre-requisite: BUS-311 and must have Junior standing or higher or permission of the instructor.

**BUS-413 ORGANIZATIONAL BEHAVIOR 3.00 Credits**

Provides an introduction to the study of organizational structure and design in a global environment. Organization behavior, intergroup relations, and conflict and decision making from a multicultural perspective will be introduced. The interaction between organizational structure and organizational behavior will be discussed in depth. Pre-requisite: BUS-311 and must have Junior standing or higher or permission of the instructor.

**BUS-416 STAFFING 3.00 Credits**

Provides an in-depth analysis of human resource planning, employee recruitment, selection, placement, evaluation, retention, and terminations/layoffs. Pre-requisites: BUS-412 and Junior standing or higher or permission of the instructor.

**BUS-421 MARKETING RESEARCH 3.00 Credits**

Introduces students to basic research designs, sampling, field work, data collection methods, secondary sources of data, data analysis, and research presentation and evaluation. Pre-requisites: BUS-321 and Junior standing or higher or permission of the instructor.

**BUS-428 MARKETING MANAGEMENT 3.00 Credits**

Investigates the role of the marketing manager in terms of product development, promotion, pricing, physical distribution, and marketing strategy. Pre-requisites: BUS-321 and Junior standing or higher or permission of the instructor.

**BUS-429 CREATIVE THINKING 3.00 Credits**

The business world needs professionals who can think creatively and be innovative in order to respond to competitive forces in virtually every function of the business environment. This course will help students discover the basic elements of the creative process and provide an opportunity for practicing techniques. Pre-requisite: Junior standing or higher.

**BUS-431 PUBLIC RELATIONS 3.00 Credits**

A study of the principles and techniques involved in creating and maintaining a favorable public image. Pre-requisite: BUS-321 and must have Junior standing or higher or permission of the instructor.

**BUS-435 MONEY AND BANKING 3.00 Credits**

Focuses on the relationship between depository institutions, their lending, and money demand/supply conditions. The effects of monetary policy on banks, financial markets, and the macro economy are also considered, as are the effects of banks' concerns over profits, liquidity, and solvency. Pre-requisites: ECON-201 and ECON-202 and Junior standing or higher or permission of the instructor.

**BUS-440 HUMAN RESOURCE LAW 3.00 Credits**

Provides information and basic considerations in most human resource legislative areas to aid in arriving at informed, reasonable, and defensible answers to many employment-related questions and situations that may arise at the workplace. Laws include, but are not limited to, the Fair Labor Standards Act (FLSA), Title VII of the Civil Rights Act (CRA) of 1964, the Age Discrimination in Employment Act (ADEA), the Americans With Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), and the Equal Pay Act (EPA). Pre-requisites: BUS-412 and Junior standing or higher or permission of instructor.

**BUS-450 TRAINING AND DEVELOPMENT 3.00 Credits**

Introduces students to information about and examples of the most up-to-date developments in training, research, and practice, including the strategic role of training and the use of new technologies in training. Pre-requisites: BUS-412 and Junior standing or higher or permission of the instructor.

**BUS-461 COMPENSATION AND BENEFITS 3.00 Credits**

Provides instruction related to employee compensation policy and benefits administration. Topics include merit pay, seniority pay, pay equity within the organization and the market, international pay issues, legal and discretionary benefits, and executive compensation. Pre-requisites: BUS-412 and Junior standing or higher or permission of the instructor.

**BUS-480 COMPARATIVE INTERNATIONAL MANAGEMENT 3.00 Credits**

Examines the similarities and differences in managerial philosophy and practice in different parts of the world, familiarizing students with organizational, cultural, and ideological perspectives on management in a variety of cultural environments. Pre-requisites: BUS-311 and Junior standing or higher or permission of the instructor.

**BUS-482 INTERNATIONAL MARKETING 3.00 Credits**

Emphasizes the growing importance of an international perspective to successful business operations. Examines problems associated with marketing across national, international, transcultural, and subcultural boundaries. Develops international marketing skills. Pre-requisites: BUS-321 and Junior standing or higher or permission of the instructor.

**BUS-490 DIRECTED STUDY IN BUSINESS 1.00-3.00 Credits**

Pre-requisite: Must have Junior standing or higher or permission of the instructor.

**BUS-492 SPECIAL TOPICS IN BUSINESS 1.00-3.00 Credits**

Pre-requisite: Must have Junior standing or higher or permission of the instructor.

**BUS-494 INTERNSHIP IN BUSINESS 1.00-12.00 Credits**

Advanced level internship in Business. The internship is a contracted and supervised learning experience enabling the student to apply skills, techniques, and professional values from business courses to an approved business-related work setting. The duties and responsibilities at the work site should constitute new learning for the student. Students will participate in two workshops with other interns in the Business Division, and work at the employer's site for the contracted number of hours. Pre-requisite: Must have Junior standing or higher or permission of the Instructor.

**BUS-494A INTERNSHIP IN BUSINESS I 1.00-12.00 Credits**

Advanced level internship in Business. The internship is a contracted and supervised learning experience enabling the student to apply skills, techniques, and professional values from business courses to an approved business-related work setting. The duties and responsibilities at the work site should constitute new learning for the student. Students will participate in two workshops with other interns in the Business Division, and work at the employer's site for the contracted number of hours. Pre-requisite: Must have Junior standing or higher or permission of the Instructor.

**BUS-494B INTERNSHIP IN BUSINESS II 1.00-12.00 Credits**

Advanced level internship in Business. The internship is a contracted and supervised learning experience enabling the student to apply skills, techniques, and professional values from business courses to an approved business-related work setting. The duties and responsibilities at the work site should constitute new learning for the student. Students will participate in two workshops with other interns in the Business Division, and work at the employer's site for the contracted number of hours. Pre-requisite: Must have Junior standing or higher or permission of the Instructor.

**BUS-494C INTERNSHIP IN BUSINESS III 1.00-12.00 Credits**

Advanced level internship in Business. The internship is a contracted and supervised learning experience enabling the student to apply skills, techniques, and professional values from business courses to an approved business-related work setting. The duties and responsibilities at the work site should constitute new learning for the student. Students will participate in two workshops with other interns in the Business Division, and work at the employer's site for the contracted number of hours. Pre-requisite: Must have Junior standing or higher or permission of the Instructor.

**BUS-494D INTERNSHIP IN BUSINESS IV 1.00-12.00 Credits**

Advanced level internship in Business. The internship is a contracted and supervised learning experience enabling the student to apply skills, techniques, and professional values from business courses to an approved business-related work setting. The duties and responsibilities at the work site should constitute new learning for the student. Students will participate in two workshops with other interns in the Business Division, and work at the employer's site for the contracted number of hours. Pre-requisite: Must have Junior standing or higher or permission of the Instructor.

**BUS-497 STRATEGIC MANAGEMENT SEMINAR 3.00 Credits**

Strategic Management Seminar is the capstone course for students obtaining the on-line degree in Management. The focus will be an integrated approach to strategic management issues facing businesses. There will be an emphasis on the longer-range strategic problems and decisions that organizations may encounter. This course is also for business students who may want to take additional management courses. Pre-requisite: Must have Senior standing or permission of the instructor.

**BUS-498 STRATEGY AND POLICY SEMINAR 3.00 Credits**

A capstone course. Students will integrate knowledge of quantitative decision techniques with material drawn from all functional areas of business to formulate, select, implement and evaluate organizational strategies. Pre-requisite: AC 232, BUS 311, and ECON 201 or 202, and Senior standing or permission of the instructor.

**BUS-498A SENIOR STRATEGIC SEMINAR I 3.00 Credits**

A capstone course. Students will integrate knowledge of decision-making techniques with material drawn from all functional areas of business to formulate, implement, and evaluate organizational strategies. Pre-requisite: Junior standing or higher and successful completion of BUS-311, BUS-321 and AC-232 each with a grade of C or higher.

**BUS-498B SENIOR STRATEGIC SEMINAR II 3.00 Credits**

Part II of the capstone course. This is an integrative course in which the students will continue to revise previously created senior projects and prepare a final written report and presentation for evaluation by the Business division faculty and advisory board. Students will apply business skills through the use of written assignments and case study analysis. Pre-requisite: AC-232, BUS-311, BUS-321, and BUS-498A with a grade of C or higher and senior standing.

**ECON-101 CONTEMPORARY ECONOMICS 3.00 Credits**

Builds breadth of understanding with respect to current economic events, problems and issues in the nation and world. May not be used by Business Administration and Management majors to satisfy the General Education Distributive Component.

**ECON-102 CONSUMER ECONOMICS 3.00 Credits**

Builds breadth of knowledge regarding consumers as an economic force and the impact of global and national economic trends on personal finance. May not be used by Business Administration and Management majors to satisfy the General Education Distributive Component.

**ECON-201 PRINCIPLES AND THEORY OF MACROECONOMICS 3.00 Credits**

Examines the problems of unemployment and inflation, the measurement of aggregate activity and other performance activity, and principles of Gross Domestic Product determination. The influence of monetary and fiscal policy are considered.

**ECON-202 PRINCIPLES AND THEORY OF MICROECONOMICS 3.00 Credits**

Builds breadth of knowledge regarding the economic principles which govern the production, exchange, and pricing of goods, services and resources, and the distribution of incomes in competitive and non-competitive markets. Recommended for students who have completed high school algebra.

**ECON-290 DIRECTED STUDY IN ECONOMICS 1.00-12.00 Credits****ECON-291 WORKSHOP IN ECONOMICS 1.00-12.00 Credits****ECON-292 SPECIAL TOPICS IN ECONOMICS 1.00-3.00 Credits****ECON-295 PRACTICUM IN ECONOMICS 1.00-12.00 Credits****ECON-299 RESEARCH ASSISTANTSHIP 1.00-12.00 Credits****ECON-300 STATISTICAL METHODS 3.00 Credits**

Survey of descriptive and inferential statistical concepts commonly used in the treatment of data in social science research. The understanding and application of the concepts will be emphasized. Topics include: measures of central tendency, measures of variability, correlation methods, hypothesis testing and simple analysis of variance. Pre-requisite: Core Math. Cross-listed with SS-300, PSYC-300.

**ECON-301 INTERMEDIATE MACROECONOMICS 3.00 Credits**

Compares alternative theories of GNP determination and examines the determination of the aggregate price level. The potential and limitations of demand management policy as an influence on performance are examined. Pre-requisites: ECON 201 and ECON 202.

**ECON-302 INTERMEDIATE PRICE THEORY 3.00 Credits**

Analyzes the market process and its role in allocating resources, outputs and income. Alternative market structures and their impact on consumer welfare are stressed, as are the roles of costs and consumer preferences in guiding the decisions of profit-oriented enterprise. Pre-requisites: ECON 201 and ECON 202.

**ECON-392 SPECIAL TOPICS IN ECONOMICS 1.00-3.00 Credits****ECON-399 RESEARCH ASSISTANTSHIP 1.00-12.00 Credits****ECON-465 INTERNATIONAL ECONOMICS 3.00 Credits**

Investigates various dimensions of international economics from comparative and classical perspectives followed by an analysis of costs, benefits, and regulation of international commerce. Pre-requisites: ECON 201 and ECON 202.

**ECON-490 DIRECTED STUDY IN ECONOMICS 1.00-12.00 Credits****ECON-491 WORKSHOP IN ECONOMICS 1.00-12.00 Credits****ECON-492 SPECIAL TOPICS IN ECONOMICS 1.00-3.00 Credits****ECON-495 PRACTICUM IN ECONOMICS 1.00-12.00 Credits**