

# Business Administration

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students are provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy. Course work includes business concepts such as accounting, business law, economics, management, global business, personal finance, marketing, and project management. Skills related to applying these concepts are developed through the study of computer applications, communication, team building, case study, and decision-making. Through these skills, students gain a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small businesses or industries.

For more information, call the Business and Accounting Division office at 704.330.4865.

For specific information about potential positions and wages in business administration employment, visit the Central Piedmont Career Coach website.

**BUS 110. Introduction to Business. 3.0 Credits.** Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects.

**BUS 112. SIFE Business Development. 2.0 Credits.** Class-1.0. Clinical-0.0. Lab-2.0. Work-0.0

This course provides students with opportunities for practical application of concepts taught in business, marketing, and economics courses. Emphasis is placed on free markets in a global economy, how entrepreneurs succeed, personal financial success skills, and business ethics. Upon completion, students should be able to demonstrate knowledge in business, marketing, and economics and display creative problem-solving, public speaking, leadership, and public relations skills. Prerequisites: Take BUS 110

**BUS 115. Business Law I. 3.0 Credits.** Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0

This course introduces the student to the legal and ethical framework of business. Contracts, negotiable instruments, the law of sales, torts, crimes, constitutional law, the Uniform Commercial Code, and the court systems are examined. Upon completion the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them.

Prerequisites: Take 1 group: Take DRE 097 or DRE 098; Take EFL 111 EFL 112, minimum grade of C; Take ENG 111, minimum grade of C; Take ENG 002

**BUS 116. Business Law II. 3.0 Credits.** Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0

This course includes the study of the legal and ethical framework of business. Business Organizations, property law, intellectual property law, agency and employment law, consumer law, secured transactions, and bankruptcy are examined. Upon completion, the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them.

Prerequisites: Take BUS 115

**BUS 121. Business Math. 3.0 Credits.** Class-2.0. Clinical-0.0. Lab-2.0. Work-0.0

This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

Prerequisites: Take 1 group: Take DMA 010 DMA 020 and DMA 030; Take Mat 003. Take 1 group: Take DRE 097 or DRE 098; Take ENG 111, minimum grade of C; Take ENG 002

**BUS 125. Personal Finance. 3.0 Credits.** Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0

This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.

**BUS 135. Principles of Supervision. 3.0 Credits.** Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0

This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place.

Prerequisites: Take 1 group: Take DRE 097 or DRE 098; Take EFL 111 EFL 112, minimum grade of C; Take ENG 111 ENG 112 ENG 113 or ENG 114, minimum grade of C; Take ENG 002

**BUS 137. Principles of Management. 3.0 Credits.** Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management.

**BUS 139. Entrepreneurship I. 3.0 Credits.** Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0

This course provides an introduction to the principles of entrepreneurship. Topics include self-analysis of entrepreneurship readiness, the role of entrepreneur in economic development, legal problems, organizational structure, sources of financing, budgeting, and cash flow. Upon completion, students should have an understanding of the entrepreneurial process and issues faced by entrepreneurs.

Prerequisites: Take 1 group: Take DRE 097 or DRE 098; Take EFL 111 EFL 112, minimum grade of C; Take ENG 111 ENG 112 ENG 113 or ENG 114, minimum grade of C; Take ENG 002

**BUS 147. Business Insurance. 3.0 Credits.** Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0

This course surveys the basic concepts of risk management. Topics include principles and applications of health, property, life, and casualty insurance. Upon completion, students should be able to evaluate different insurance needs and assist an organization in acquiring adequate insurance coverage.

**BUS 152. Human Relations. 3.0 Credits.** Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0

This course introduces the concepts of effective human interaction in the business work environment. Topics include effective communication techniques, motivation, ego states, stress, and conflict. Upon completion, students should be able to explain the importance of human relations, apply motivational techniques, and implement strategies for resolving work-related conflicts.

Prerequisites: Take 1 group: Take DRE 097 or DRE 098; Take EFL 111 EFL 112, minimum grade of C; Take ENG 111 ENG 112 ENG 113 or ENG 114, minimum grade of C; Take ENG 002

**BUS 153. Human Resource Management. 3.0 Credits.** Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0

This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.

Prerequisites: Take 1 group: Take DRE 097 or DRE 098; Take EFL 111 EFL 112, minimum grade of C; Take ENG 111 ENG 112 ENG 113 or ENG 114, minimum grade of C; Take ENG 002

**BUS 217. Employment Law and Regulations. 3.0 Credits.** Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0

This course introduces the principle laws and regulations affecting public and private organizations and their employees or prospective employees. Topics include fair employment practices, EEO, affirmative action, and employee rights and protections. Upon completion, students should be able to evaluate organization policy for compliance and assure that decisions are not contrary to law.

Prerequisites: Take 1 group: Take DRE 097 or DRE 098; Take EFL 111 EFL 112, minimum grade of C; Take ENG 111 ENG 112 ENG 113 or ENG 114, minimum grade of C; Take ENG 002

**BUS 225. Business Finance. 3.0 Credits.** Class-2.0. Clinical-0.0. Lab-2.0. Work-0.0

This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.

Prerequisites: Take ACC 120, minimum grade of C

**BUS 228. Business Statistics. 3.0 Credits.** Class-2.0. Clinical-0.0. Lab-2.0. Work-0.0

This course introduces the use of statistical methods and tools in evaluating research data for business applications. Emphasis is placed on basic probability, measures of spread and dispersion, central tendency, sampling, regression analysis, and inductive inference. Upon completion, students should be able to apply statistical problem solving to business.

**BUS 230. Small Business Management. 3.0 Credits.** Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0

This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan.

Prerequisites: Take 1 group: Take DRE 097 or DRE 098; Take EFL 111 EFL 112, minimum grade of C; Take ENG 111 ENG 112 ENG 113 or ENG 114, minimum grade of C; Take ENG 002

**BUS 234. Training and Development. 3.0 Credits.** Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0

This course covers developing, conducting, and evaluating employee training with attention to adult learning principles. Emphasis is placed on conducting a needs assessment, using various instructional approaches, designing the learning environment, and locating learning resources. Upon completion, students should be able to design, conduct, and evaluate a training program.

Prerequisites: Take 1 group: Take DRE 097 or DRE 098; Take EFL 111 EFL 112, minimum grade of C; Take ENG 111 ENG 112 ENG 113 or ENG 114, minimum grade of C; Take ENG 002

**BUS 240. Business Ethics. 3.0 Credits.** Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0

This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society.

Prerequisites: Take 1 group: Take DRE 097 or DRE 098; Take ENG 111, minimum grade of C; Take ENG 002. Take BUS 110, minimum grade of C

**BUS 253. Leadership and Management Skills. 3.0 Credits.** Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0

This course includes a study of the qualities, behaviors, and personal styles exhibited by leaders. Emphasis is placed on coaching, counseling, team building, and employee involvement. Upon completion, students should be able to identify and exhibit the behaviors needed for organizational effectiveness.

Prerequisites: Take 1 group: DRE 098 or ENG 111; Take EFL 111 or EFL 112; Take ENG 002; From rule RMINP2

**BUS 255. Organizational Behavior in Business. 3.0 Credits.** Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0

This course covers the impact of different management practices and leadership styles on worker satisfaction and morale, organizational effectiveness, productivity, and profitability. Topics include a discussion of formal and informal organizations, group dynamics, motivation, and managing conflict and change. Upon completion, students should be able to analyze different types of interpersonal situations and determine an appropriate course of action.

Prerequisites: Take BUS 110, minimum grade of C

**BUS 256. Recruiting, Selection & Personnel Planning. 3.0 Credits.**

Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0

This course introduces the basic principles involved in managing the employment process. Topics include personnel planning, recruiting, interviewing and screening techniques, maintaining employee records; and voluntary and involuntary separations. Upon completion, students should be able to acquire and retain employees who match position requirements and fulfill organizational objectives.

Prerequisites: Take 1 group: Take DRE 097 or DRE 098; Take EFL 111 EFL 112, minimum grade of C; Take ENG 111 ENG 112 ENG 113 or ENG 114, minimum grade of C; Take ENG 002

**BUS 258. Compensation and Benefits. 3.0 Credits. Class-3.0.**

Clinical-0.0. Lab-0.0. Work-0.0

This course is designed to study the basic concepts of pay and its role in rewarding performance. Topics include wage and salary surveys, job analysis, job evaluation techniques, benefits, and pay-for-performance programs. Upon completion, students should be able to develop and manage a basic compensation system to attract, motivate, and retain employees.

Prerequisites: Take 1 group: Take DRE 097 or DRE 098; Take EFL 111 EFL 112, minimum grade of C; Take ENG 111 ENG 112 ENG 113 or ENG 114, minimum grade of C; Take ENG 002

**BUS 259. Human Resource Management Applications. 3.0 Credits.**

Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0

This course provides students in the Human Resource Management concentration the opportunity to reinforce their learning experiences from preceding HRM courses. Emphasis is placed on application of day-to-day HRM functions by completing in-basket exercises and through simulations. Upon completion, students should be able to determine the appropriate actions called for by typical events that affect the status of people at work.

Prerequisites: Take: BUS 217 or BUS 234

**BUS 260. Business Communication. 3.0 Credits. Class-3.0.**

Clinical-0.0. Lab-0.0. Work-0.0

This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place. This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place.

Prerequisites: Take One: ENG 110 or ENG 111