

BUSINESS MANAGEMENT AND ADMINISTRATION (BUS)

BUS 100 Introduction to Business (3 CR.)

A satisfactory placement score for ENG 111 is strongly recommended. Exposes students to the functions and topics of modern business, including economics, management, finance, accounting, marketing, production, international business, small business, and other areas of general business interest. Guides students in establishing a viable business vocabulary, fostering critical and analytical thinking, and refining business decision-making skills. Lecture 3 hours per week. Credit for Prior Learning available for this course. More information at <https://www.nvcc.edu/admissions/cpl.html>.

BUS 111 Principles of Supervision I (3 CR.)

Teaches the fundamentals of supervision, including the primary responsibilities of the supervisor. Introduces factors relating to the work of supervisor and subordinates. Covers aspects of leadership, job management, work improvement, training and orientation, performance evaluation, and effective employee/supervisor relationships. Lecture 3 hours per week. Credit for Prior Learning available for this course. More information at <https://www.nvcc.edu/admissions/cpl.html>.

BUS 116 Entrepreneurship (3 CR.)

Presents the various steps considered necessary when going into business. Includes areas such as product-service analysis, market research evaluation, setting up books, ways to finance startup, operations of the business, development of business plans, buyouts versus starting from scratch, and franchising. Uses problems and cases to demonstrate implementation of these techniques. Lecture 3 hours per week.

BUS 117 Leadership Development (3 CR.)

Covers interpersonal relations in hierarchical structures. Examines the dynamics of teamwork, motivation, handling change and conflict, and how to achieve positive results through others. Lecture 3 hours per week. Credit for Prior Learning available for this course. More information at <https://www.nvcc.edu/admissions/cpl.html>.

BUS 125 Applied Business Mathematics (3 CR.)

Applies mathematical operations to business process and problems such as wages and payroll, sales and property taxes, checkbook records and bank reconciliation, depreciation, overhead, distribution of profit and loss in partnerships, distribution of corporate dividends, commercial discounts, markup, markdown, simple interest, present values, bank discount notes, multiple payment plans, compound interest, annuities, sinking funds, and amortization. Lecture 3 hours per week. Credit for Prior Learning available for this course. More information at <https://www.nvcc.edu/admissions/cpl.html>.

BUS 165 Small Business Management (3 CR.)

Identifies management concerns unique to small business. Introduces the requirements necessary to initiate a small business, and identifies the elements comprising a business plan. Presents information establishing financial and administrative controls, developing a marketing strategy, managing business operations, and the legal and government relationships specific to small businesses. Lecture 3 hours per week. Credit for Prior Learning available for this course. More information at <https://www.nvcc.edu/admissions/cpl.html>.

BUS 200 Principles of Management (3 CR.)

Teaches management and the management functions of planning, organizing, leading, and controlling. Focuses on application of management principles to realistic situations managers encounter as they attempt to achieve organizational objectives. Lecture 3 hours per week. Credit for Prior Learning available for this course. More information at <https://www.nvcc.edu/admissions/cpl.html>.

BUS 201 Organizational Behavior (3 CR.)

Presents a behaviorally oriented course combining the functions of management with the psychology of leading and managing people. Focuses on the effective use of human resources through understanding human motivation and behavior patterns, conflict management and resolution, group functioning and process, the psychology of decision-making, and the importance of recognizing and managing change. Lecture 3 hours per week. Credit for Prior Learning available for this course. More information at <https://www.nvcc.edu/admissions/cpl.html>.

BUS 202 Applied Management Principles (3 CR.)

Focuses on management practices and issues. May use case studies and/or management decision models to analyze problems in developing and implementing a business strategy while creating and maintaining competitive advantage. Lecture 3 hours per week. **Prerequisite(s)** BUS 200. Credit for Prior Learning available for this course. More information at <https://www.nvcc.edu/admissions/cpl.html>.

BUS 204 Project Management (3 CR.)

Provides students with knowledge of essential skills and techniques necessary to lead or participate in projects assigned to managerial personnel. Covers time and task scheduling, resource management, problem solving strategies and other areas related to managing a project. Lecture 3 hours per week. Credit for Prior Learning available for this course. More information at <https://www.nvcc.edu/admissions/cpl.html>.

BUS 205 Human Resource Management (3 CR.)

Introduces employment, recruitment, selection, and placement of personnel, forecasting, job analysis, job descriptions, training methods and programs, employee evaluation systems, compensation, benefits, and labor relations. Lecture 3 hours per week. Credit for Prior Learning available for this course. More information at <https://www.nvcc.edu/admissions/cpl.html>.

BUS 208 Quality & Productivity Management (3 CR.)

Focuses on the key quality improvement concepts regarding products and services, customers and suppliers, and systems and processes that make quality a part of the work life of an organization. Emphasizes the role of teams, including team meeting skills and techniques, and a variety of quality-improvement tools, such as flowcharts, run charts, Pareto diagrams, cause and effect diagrams, evaluation matrices, and implementation roadmaps. Lecture 3 hours per week.

BUS 220 Introduction to Business Statistics (3 CR.)

Introduces statistics as a tool in decision-making. Emphasizes ability to collect, present, and analyze data. Employs measures of central tendency and dispersion, statistical inference, index numbers, probability theory, and time series analysis. Lecture 3 hours per week.

Credit for Prior Learning available for this course. More information at <https://www.nvcc.edu/admissions/cpl.html>.

BUS 221 Business Statistics I (3 CR.)

Focuses on statistical methodology in the collection, organization, presentation, and analysis of data; concentrates on measures of central tendency, dispersion, probability concepts and distribution, sampling, statistical estimation, normal and T distribution, and hypotheses for means and proportions. Lecture 3 hours per week.

Prerequisite(s) MTH 161 or division approval

BUS 222 Business Statistics II (3 CR.)

Continues study of inferential statistics and application of statistical techniques and methodology in business. Includes analysis of variance, regression, and correlation measurement of business and economic activity through the use of index numbers, trend, cyclical, and seasonal effects and the Chi-square distribution and other nonparametric techniques. Lecture 3 hours per week.

Prerequisite(s) BUS 221 or division approval

BUS 224 Business Statistics (3 CR.)

Introduces methods of probability assessment and statistical inference. Includes data presentation; descriptive statistics; basic probability concepts; discrete and continuous probability distributions; decision theory; estimation and sampling distributions; Central Limit Theorem; simple linear regression and hypothesis testing for a single sample or population. Emphasizes business and economic applications. Utilizes computer software as a tool for problem-solving.

Prerequisite(s) Completion of MTH 161 with a C or higher

BUS 226 Computer Business Applications (3 CR.)

Provides a practical application of software packages including spreadsheets, word processing, database management, and presentation graphics. Includes the use of programs in accounting techniques, word processing, and management science application. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

Prerequisite(s) keyboarding competence

Credit for Prior Learning available for this course. More information at <https://www.nvcc.edu/admissions/cpl.html>.

BUS 227 Business Analytics (3 CR.)

This course includes an overview of quantitative methods in business decision-making, simple and multiple regression and correlation analysis, time series analysis and business forecasting, decision analysis, linear programming, transportation and assignment methods, and network models. Students will be required to use computer applications. Lecture 3 hours. Total 3 hours per week.

Prerequisite(s) BUS 224 or MTH 245

BUS 240 Introduction to Business Law (3 CR.)

Presents an introduction to the American legal system, including an overview of the courts, civil and criminal law. Develops an in-depth understanding of contracts, agency law, and business organizations. Also includes an overview of property, UCC Sales, and Commercial Paper. Lecture 3 hours per week.

BUS 260 Planning for Small Business (3 CR.)

Provides knowledge of the development of a business plan, which can be used to acquire capital and serve as a management guide. Combines knowledge that has been acquired in the areas of planning, management, and finance using pro forma statements and marketing. Covers Internet searching techniques. Recommended as a capstone course. Lecture 3 hours per week.

Prerequisite(s) ACC 211 and BUS 165

BUS 265 Ethical Issues in Management (3 CR.)

Examines the legal, ethical, and social responsibilities of management. May use cases to develop the ability to think and act responsibly. Lecture 3 hours per week.

Credit for Prior Learning available for this course. More information at <https://www.nvcc.edu/admissions/cpl.html>.

BUS 270 Interpersonal Dynamics (3 CR.)

Focuses on intra-and interpersonal effectiveness in the business organization. Includes topics such as planning and running effective meetings, networking and politicking, coaching and mentoring, making effective and ethical decisions, developing interpersonal skills that are essential to effective managers, and to improve skills in verbal, non-verbal, and written communication. Lecture 3 hours per week.

Credit for Prior Learning available for this course. More information at <https://www.nvcc.edu/admissions/cpl.html>.

BUS 280 Introduction to International Business (3 CR.)

Provides an introduction to the theoretical principles and practices of the global business environment. Examines the functions of international business in the economy, international and transnational marketing, production, and financial operations. Lecture 3 hours. Total 3 hours per week.

Prerequisite(s) BUS 100 or departmental approval

BUS 297 Cooperative Education (1-5 CR.)

Supervised on-the-job training for pay in approved business and government organizations. Applicable to all curricula at the discretion of the College. See eligibility requirements on page 39. Credit/work ratio not to exceed 1:5 hrs. May be repeated for credit. Variable hrs.