

BUSINESS (BUS)

BUS 101 # - Introduction to Business **Units: 3**

Survey course designed to give students a broad introduction to the principles, practices and functions of businesses as they are practiced in both the national and global economies. Relevance will be practiced through research and Internet projects and assignments. Topics to be covered include management, marketing, finance, investments, and various other areas such as international business, small business, and ethics.

Enrollment Requirements: Prerequisite: MATH 96 or a grade of 'C' or better in BUS 117; ENG 101, ENG 113 or BUS 108; or equivalent ACCUPLACER, SAT/ACT test results.

Term Offered: All Semesters

BUS 106 # - Business English **Units: 3**

This course in practical business English includes principles of grammar, punctuation, and word usage, paragraph development and formatting of basic business correspondence. The English language is constantly changing and this course will reflect leading-edge practices in use in the business community.

Enrollment Requirements: Prerequisite: ENG 98 or higher or qualifying ACCUPLACER, ACT/SAT test scores.

Term Offered: Spring and Fall

BUS 107 # - Business Speech Communications **Units: 3**

This course provides business students and career professionals with intensive coaching in listening skills, oral grammar and effective speech construction. Students will practice delivering a variety of individual and small group presentations necessary to successful on-the-job communications.

Term Offered: Spring and Fall

BUS 108 # - Business Letters and Reports **Units: 3**

Improve letter and report writing skills, proper word choice, letter tone, structuring through units. Emphasis on inductive and deductive business letters, memorandums, and reports. This course is transferable as a general elective to UNR.

Enrollment Requirements: Prerequisite: BUS 106 or ENG 101 or equivalent or qualifying ACCUPLACER, ACT/SAT test results.

Term Offered: Spring and Fall

BUS 111 # - Workplace Communications **Units: 1-3**

This course focuses on how to effectively communicate within an employment area, a workplace, or a business sector. Assignments, readings and classroom sessions will focus on common written and oral communication opportunities where the efficient operation of an employment setting is their main goal.

Transferability: May not transfer towards an NSHE bachelor's degree

BUS 112 # - Customer Service **Units: 3**

This course teaches fundamental service principles and practices to raise service levels and improve the customer experience at every point of contact. Issues of serving a diverse population will be addressed. Participants learn how to delight their customers, support their colleagues, and build a superior service culture.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: BUS 106 or BUS 108; or ACCUPLACER-WritePlacer minimum score of 6; or instructor approval.

Term Offered: Spring

BUS 117 # - Applied Business Math **Units: 3**

This course is designed to help current and potential business decision makers solve problems that routinely cause businesses to fail. A practical application of business mathematics, including but not limited to: bank reconciliations, present value, markup and markdowns, simple and compound interest, trade and cash discounts, sales and property taxes, payroll, understanding overhead and analyzing financial reports.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Math 95 equivalent or higher, or qualifying Accuplacer, SAT/ACT scores.

BUS 150 # - Personal Finance **Units: 3**

An introductory course in personal financial planning. Topic areas include: personal financial statements, budgeting, time value concepts, banking, obtaining and managing credit, identity theft, interest rates, insurance, investments, retirement planning, and taxation.

Transferability: May not transfer towards an NSHE bachelor's degree

BUS 198 # - Special Topics in Business **Units: 0.5-6**

Various short courses and experimental classes covering a variety of subjects. The course will be a variable of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.

BUS 225 # - Business Operations Applied Statistics **Units: 3**

This one semester course applies concepts of descriptive statistics, probability, and inferential statistics directly to business operations with an emphasis on the creation and interpretation of reports for decision-making. Topics include: methods to collect, present, and interpret data; interpretation of probability distributions; and variance, regression and time-series analysis. Excel and other appropriate software will be used to perform data analysis and prepare reports.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: MATH 120; or qualifying Accuplacer, ACT, SAT scores; or permission of the instructor.

Term Offered: Fall

BUS 272 # - Legal Environment **Units: 3**

This course covers the fundamentals of business law; the legal system, legal reasoning, public, commercial, managerial and property law, and government regulation. Emphasis is placed upon those facets of the law that impact managers and small business owners.

Term Offered: AS NEEDED

BUS 275 # - Fundamentals of International Business **Units: 3**

This course will introduce the student to the exciting world of International Business. It will examine the following: direct focus on the development of management skills in handling problems of multinational business; analysis of problems stemming from the movement of goods, services, human resources, technology, finance, legal and political risk and ownership across national boundaries.

BUS 290 # - Internship in Business **Units: 1-8**

A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to eight semester hour credits may be earned on a basis of 75 hours of internship for one credit. May be repeated for up to eight credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

BUS 325 # - Legal Environment

Units: 3

This course introduces students to the fundamental legal and regulatory parameters that define, promote, and limit business activities. Topics include an overview of the legal system, administrative agencies, constitutional law, consumer protection, contracts, criminal law, employment law, environmental law, ethics, forms of business organizations, product liability, property, and torts.

Enrollment Requirements: Prerequisite: ENG 102 or equivalent or permission of the instructor.

Term Offered: Fall

BUS 330 # - Business Presentations

Units: 3

In this course students will learn to appropriately prepare for various presentation types in the business environment, including in-person as well as virtual. Students will learn how to analyze and identify the audience's needs, speak, improve their delivery, and develop engaging and relevant visual aids for their audience. Students will explore delivery related topics including: posture, movement, gestures, expression, voice projection and variety. Students will practice developing compelling content and framing their presentation with logic and building their argument. Through practice, students will discover their strengths and get helpful feedback for making improvements, including tips for managing nervousness and distractions.

Enrollment Requirements: Prerequisite: ENG 102 or ENG 114 and LGM 201; or instructor's approval.

Term Offered: Spring