

BUS - BUSINESS

BUS 101 - Introduction to Business

Units: 3

Gain a broad introduction to the principles, practices and functions of business as they are practiced in both the national and global economies. Develop a basic business plan after you learn about topics in management, marketing, finance, investments and other areas including small business, international business and business ethics and obtain a solid foundation in basic business principles.

Enrollment Requirements: Prerequisite: ENG 100, 101, ENG 113, BUS 108, or equivalent

Term Offered: Spring and Fall

BUS 106 - Business English

Units: 3

Improve your business English and learn leading-edge practices currently being used in the business community as you review principles of grammar, punctuation, word usage, paragraph development, and business correspondence formatting. Your ability to use English well in your business endeavors is crucial to your success.

Term Offered: Spring and Fall

BUS 107 - Business Speech Communications

Units: 3

Your ability to communicate effectively is crucial to your business success. Practice delivering a variety of individual and small group presentations in a safe environment as you learn to improve your listening skills, grammar, effective speech construction and more.

Term Offered: Spring and Fall

BUS 108 - Business Letters and Reports

Units: 3

Improve your letter and report writing skills as you explore proper word choice, tone, structure and more. Cover best practices used in today's businesses for inductive and deductive business letters, memorandums and reports.

Enrollment Requirements: Prerequisite: BUS 106 or ENG 100 or above or qualifying ACCUPLACER, ACT/SAT test results.

Term Offered: Spring and Fall

BUS 111 - Workplace Communications

Units: 3

Effectively communicate in your business operations as you learn common written and oral communication strategies that you can apply in any workplace environment. Discover best practices to help with employment searches and/or career advancement as well as in the preparation, evaluation and interpretation of various workplace communication tools.

Term Offered: Spring and Fall

BUS 112 - Customer Service

Units: 3

Raise service levels and improve the customer experience at every point of contact as you discover fundamental service principles and practices that can be applied in any customer service business. Explore issues of serving a diverse population, learn how to delight your customers, discuss ways to better support your colleagues and build a superior service culture that you can be proud of. Excellence in customer service is a key factor in the success of any business.

Enrollment Requirements: Prerequisite: BUS 106, BUS 108, ENG 100 or higher
Term Offered: Spring

BUS 117 - Business Calculations and Methods

Units: 3

Identify ways to solve problems that routinely cause businesses to fail so that you, as a decision-maker for your business, can protect yourself and your company. Learn practical applications and principles for business mathematics that you will use in your everyday business practices such as bank reconciliations, present value, markup and markdown, simple and compound interest, trade and cash discounts, sales and property taxes, payroll, overhead, and the analysis of financial reports.

Term Offered: Spring and Fall

BUS 150 - Personal Finance

Units: 3

Create and evaluate a personal financial plan that will help you achieve your short and long-term financial goals. Explore topics such as budgeting, financial statements, banking, time value concepts, obtaining and managing credit, identity theft, interest rates, insurance, investments, retirement planning, taxation, and more.

Term Offered: Spring and Fall

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.

Term Offered: AS NEEDED

BUS 225 - Business Operations Applied Statistics

Units: 3

Create and interpret reports needed for data driven decision making through applying concepts of descriptive statistics, probability, and inferential statistics directly to real life business operations. Explore topics such as methods to collect, present, and interpret data; interpretation of probability distributions; and variance, regression and time-series analysis. Learn to use both basic and advanced commands in Excel and other commonly used software to perform your analysis and reports.

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

Term Offered: Fall

BUS 290 - Internship in Business

Units: 1-8

Apply your knowledge and gain industry experience in a real world work environment in an internship designed specifically for you between a company, a faculty advisor and our internship coordinator. If you have completed your core and major requirements and have a GPA of 2.5 or higher you can earn up to eight credits with your internship experience. Contact the TMCC Career Hub to learn more about the internship process and submit an application.

Enrollment Requirements: Available to students who have completed all core and major requirements and have a 2.5 GPA.

Term Offered: AS NEEDED

BUS 325 - Legal Environment

Units: 3

Delve into the fundamental legal and regulatory parameters that define, promote, and limit business activities. Analyze the advantages and disadvantages of litigation, mediation, and arbitration; explore ethical issues; and learn to apply laws and regulations to various case studies. Gain an understanding 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

Be prepared for any type of presentation you have to give in the business world. Discover how to analyze and identify your audience's needs; improve your delivery through tools that will help you with gestures, voice projection, variety and more; develop engaging and relevant visual aids; and create compelling content to frame your presentation and back up your argument with logic. Gain tips for managing nervousness and distractions and practice your craft in a safe environment that allows you to discover your strengths, get helpful feedback and make needed improvements.

Enrollment Requirements: Prerequisite: ENG 102 or ENG 114 or instructor's approval.

Term Offered: Spring