

# BUSINESS ADMINISTRATION (BUSN)

## **BUSN 121 Intro to Business (3 Credit Hours)**

Type of credit: Baccalaureate/Transfer

Lecture hours: 3

Repeatable: 6 times

Introduces numerous aspects of modern business to the student. Includes organization, labor-management relations, stock market exploration, marketing, forms of ownership, business functions, as well as offering an overview of career choices available in business. The roles and relationships which business plays in society are discussed and evaluated. IAI Code: BUS 911

## **BUSN 124 Introduction to Small Business (3 Credit Hours)**

Type of credit: Occupational/Technical

Lecture hours: 3

Prerequisite: BUSN 125 or MATH 067 or Academic placement measures. Introduces the student to the micro-business world. This is a practical how-to course for students who wish to develop entrepreneurial skills for use in their own business.

## **BUSN 125 Math of Business (3 Credit Hours)**

Type of credit: Occupational/Technical

Lecture hours: 3

Prerequisite: MATH 059 with minimum grade of C or Academic placement measures.

Increases a student's basic mathematical skills and teaches how to utilize those skills in practical business applications. The course covers a comprehensive review of mathematical principles with application in the areas of taxation, banking, discounts, pricing, income determination, transactions in corporate securities, insurance, business graphs and basic algebra.

## **BUSN 131 Money and Inventory Control (1 Credit Hour)**

Type of credit: Occupational/Technical

Lecture hours: 1

Repeatable: 2 times

Identifies current money control issues and practices for businesses and provides practice in dealing with inventory.

## **BUSN 141 Business Communications (3 Credit Hours)**

Type of credit: Occupational/Technical

Lecture hours: 3

Repeatable: 6 times

Prerequisite: INFT 131 and INFT 180 and LTRE 097 or ESL 097 with minimum grade of C or Academic placement measures. Intended for persons pursuing technical careers, this course includes communication principles and practical applications to on-the-job situations. Written instruction includes preparation of employment materials, business documents, complaint and adjustment letters, and student selected professional topics. Oral topics cover interpersonal communications, presentations, and student selected activities.

## **BUSN 143 Fundamentals of Retailing (3 Credit Hours)**

Type of credit: Occupational/Technical

Lecture hours: 3

Presents a detailed analysis of the American retailing industry. The student will study the methods and technologies successful retailers use to establish, organize, operate and control a modern retailing business. Specific emphasis is given to forms of ownership, legal requirements for business operations in Illinois, and federal reporting requirements.

## **BUSN 221 Business Statistics (3 Credit Hours)**

Type of credit: Baccalaureate/Transfer

Lecture hours: 3

Prerequisite: MATH 166 with minimum grade of C or Academic placement measures.

This is the first course in statistics for business majors. This course covers measures of central tendency, variability, sampling, statistical inference, simple linear regression, and correlation. IAI Code: BUS 901

## **BUSN 223 Business Law I (3 Credit Hours)**

Type of credit: Baccalaureate/Transfer

Lecture hours: 3

Prerequisite: BUSN 121 or BUSN 124 with minimum grade of C.

Introduces civil law. Areas covered are the court system, contracts, agency and employment, commercial paper, personal property and bailment. The course is designed to acquaint students with business law and applications as they relate to private citizens. Course is based on Uniform Commercial Code. IAI Code: BUS 912

## **BUSN 224 Business Law II (3 Credit Hours)**

Type of credit: Baccalaureate/Transfer

Lecture hours: 3

Prerequisite: BUSN 121 or BUSN 124 with minimum grade of C.

Considers the following topics: sales, security devices, partnerships, corporations, real property, estates, bankruptcy, and divorce. It is advised that law courses be taken in sequence.

## **BUSN 225 Personal Finance (3 Credit Hours)**

Type of credit: Baccalaureate/Transfer

Lecture hours: 3

Investigates the financial decision-making process confronted by all consumers. Elevates the competence of the consumer in the wise use of personal resources. Topics covered include money management, budgeting, consumer credit and banking facilities, investments, savings, insurance, securities, real estate, wills and trusts, federal and state income taxes, and consumer ethics.

## **BUSN 229 Legal Environment Business (3 Credit Hours)**

Type of credit: Baccalaureate/Transfer

Lecture hours: 3

Places emphasis on federal government involvement in business. Topics include employment, administrative agencies, labor management relations, product liability, and problems of legislating control over the business environment. IAI Code: BUS 913

## **BUSN 241 Principles of Personnel Management (3 Credit Hours)**

Type of credit: Occupational/Technical

Lecture hours: 3

Prerequisite: BUSN 249.

This course offers additional information about human behavior in an organization beyond the Principles of Management course. Discussions relate to the personnel management system, staffing and organization, individual and group behavior, labor-management relations, remuneration, and EEOC.

## **BUSN 242 Fundamentals of Supervision (3 Credit Hours)**

Type of credit: Occupational/Technical

Lecture hours: 3

Repeatable: 6 times

Assists first line and potential supervisors in developing a better understanding of their jobs and responsibilities. The course promotes ideas for efficiency, identifies management skills, and establishes the supervisor's place on the management team. Discussions on various related topics directed at the supervisor's fundamental needs and problems will be emphasized.

**BUSN 243 Sales & Personal Communication (2 Credit Hours)**

Type of credit: Occupational/Technical

Lecture hours: 2

Covers principles and problems of personal selling, prospecting, pre-approach, approach, demonstration, meeting objectives and closing of sales. Correct attitude and personal aptitudes of one who deals with the public on a business or professional basis will be studied.

**BUSN 244 Principles of Advertising (3 Credit Hours)**

Type of credit: Occupational/Technical

Lecture hours: 3

Emphasizes the practical techniques of copyrighting, layout, production and media buying. Major advertising media are discussed, such as the internet, newspapers, magazines, direct mail, radio, television and point-of-purchase, with emphasis on present-day practices and uses.

**BUSN 246 Principles of Marketing (3 Credit Hours)**

Type of credit: Baccalaureate/Transfer

Lecture hours: 3

Prerequisite: BUSN 121 or ECON 111.

Presents an overview of the strategies and tactics used by successful firms in the distribution of goods and services to satisfy consumer desires and corporate objectives. Emphasis is placed on the marketing concept as a means to integrate American business objectives and consumer needs. The economic, sociological and psychological factors affecting consumer needs are introduced and discussed.

**BUSN 249 Principles of Management (3 Credit Hours)**

Type of credit: Baccalaureate/Transfer

Lecture hours: 3

Prerequisite: BUSN 121.

Explains the jobs of managers and how they function within an organization. Class discussion revolves around management theories. Topics discussed include fundamental concepts of management, decision-making, planning, organizing, staffing, directing and controlling.