## Business (BUS)

### Courses

**BUS 1001. FYE: Business. 1 Hour.**
First Year Experience course designed to help freshman students interested in Business adapt to college life and become integrated into Dixie State University and the Udvar-Hazy School of Business. Students will refine academic skills, create and foster social networks, learn about college resources, explore the different options available within the Business department, and learn about career opportunities in Business. Multiple listed with all other sections of First Year Experience (all 1001 courses, ENGR 1000). Students may only take one FYE course for credit. FA, SP.

**BUS 1010. Introduction to Business. 3 Hours.**
Basic, introductory course designed to give students with little or no understanding of business a broad overview and understanding of the business world. Covers fundamental concepts of business such as definitions, business environment, business operations, role of business in the economy, the role of profit in a business, and how a business is established, financed, operated, and managed. **COURSE LEARNING OUTCOMES (CLOs) At the successful conclusion of this course, students will be able to: 1. Understand the importance of oral and written communication for business. 2. Understand information management methods and networks using technology and social media. 3. Distinguish between ethical business practice and legally required business practice. 4. Recognize organizational structures and define management responsibility, structure, and function. 5. Understand the basic business structure and economic impact. 6. Evaluate international business relations in regard to cultural diversity. FA, SP, SU.

**BUS 1020. 10-Key Calculator Skills. 1 Hour.**
For any student interested in a foundation in the many uses of 10-Key Electronic Print/Display calculators. Includes proper techniques to develop speed and accuracy as well as fundamentals of business mathematics. FA, SP.

**BUS 1030. Business Math. 3 Hours.**
For students interested in mathematical applications for business problems, including checking accounts and bank reconciliations, percents, solving for “unknown”, discounts, markups and markdowns, payroll, simple interest, discounting notes, present and future value, depreciation, inventory, taxes, insurance, stocks and bonds, annuities, and sinking funds. FA.

**BUS 1050. Foundations of Business. 3 Hours.**
This course provides an introduction to the varied disciplines within the broad scope of business education. This course will also introduce students to the importance of networking, internships, and resume building. During the course, students work with faculty and peers to develop a career exploration strategy, and networking skills. The characteristics of functioning teams will be introduced and implemented. FA, SP.

**BUS 1350R. Business Improvement Skills. 1 Hour.**
For members of Phi Beta Lambda, an organization for college students preparing for careers in business and business-related fields. Students upgrade skills through participation in business simulations, case problems, and a wide variety of office, computer, accounting, and management skill areas while preparing for competitive events. Repeatable up to 4 credits subject to graduation restrictions. Corequisite: BUS 1360R. FA, SP.

**BUS 1360R. PBL: Phi Beta Lambda. 1 Hour.**
For members of Phi Beta Lambda, an organization for college students preparing for careers in business and business-related fields, and the post-secondary affiliate of the Future Business leaders of America. Course is designed to provide leadership development and competition opportunities not traditionally available in college courses. Repeatable up to 4 credits subject to graduation restrictions. Course fee required. FA, SP, SU.

**BUS 1370. Human Relations. 3 Hours.**
For all students interested in combining human relations in the workplace with personal growth and career success. Focuses on developing interpersonal skills through self-evaluation, methods of conflict resolution, behavioral concepts, and effective communication principles. **COURSE LEARNING OUTCOMES (CLOs) At the successful conclusion of this course, students will be able to: 1. Recognize the importance of obtaining and maintaining a positive attitude, self-esteem and appropriate life integration in all aspects of life, particularly in management. 2. Identify different personality and communication types and learn to apply this knowledge for successful communication in personal and business settings. 3. Identify personal values and how they differ from others? values. 4. Be aware of different aspects of human relations in a business/workplace setting and how to most successfully manage those relations as they relate to leadership and teamwork. FA, SP, SU.

**BUS 2000. Introduction to Career Strategies. 1 Hour.**
Overview of career management topics while preparing students to enter the professional job market. Topics include; developing a personal brand, developing career goals, the changing employment reality, career states, career paths, the job search process, and maximizing effectiveness in early careers. Students will develop professional career resumes, a personal portfolio and commence their internship / career search. It is recommended that students enroll in this course prior to entering Junior year. Prerequisite: ACT score of 28 or higher; OR ENGL 1010 or ENGL 1010D. FA, SP.
BUS 3000. Intermediate Career Strategies. 1 Hour.
A continuation of BUS 2000 - Introduction to Career Strategies, with emphasis placed on successfully completing a focused career search. Target career industry sector(s) and specific opportunities within preferred sector(s) will be identified. Professional networking techniques / skills will be developed to effectively penetrate preferred industry sector(s). Continued emphasis will be placed on professional resume / portfolio development. It is recommended that students take this course prior to entering their Senior year. It is also recommended that students complete an internship related to their chosen major either before or while taking this course. Job interview skills will be addressed. **COURSE LEARNING OUTCOMES (CLOs) At the successful conclusion of this course, students will be able to: 1. Conduct a targeted career search unifying their skills, interest, and current career opportunities. 2. Create and maintain a professional network which will be utilized and expanded during their targeted career search. 3. Create a customized resume for each identified career opportunity. 4. Create a Personal Career Portfolio, presenting academic work product germane to their targeted career search. 5. Present themselves in a professional manner during phone and personal interviews. Prerequisite: BUS 2000 and Advanced standing, FA, SP.

BUS 4990. Seminar in Business. 1-3 Hours.
For students wishing instruction that is not available through other regularly scheduled courses in this discipline. Occasionally, either students request some type of non-traditional instruction, or an unanticipated opportunity for instruction presents itself. This seminar course provides a variable credit context for these purposes. As requirements, this seminar course must first be pre-approved by the department chair; second, it must provide at least nine contact hours of lab or lecture for each credit offered; and third, it must include some academic project or paper (i.e., credit is not given for attendance alone). This course may include standard lectures, travel and field trips, guest speakers, laboratory exercises, or other nontraditional instruction methods. Note that this course in an elective and does not fulfill general education or program requirements. Fees may be required for some seminar courses and instructor permission will be optional at the request of the instructor.