

BUSINESS ADMINISTRATION (BSAD)

BSAD 100 Introduction to the World of Business (1 cr)

Prerequisite: Credit cannot be earned if taken after BSAD 101.

- *Credit cannot be counted toward any College of Business major or minor programs.*

An introduction to the business organization, and the roles and functions performed by those who work within the business.

Lecture/Discussion Hours: 1

Lab/Studio Hours: 0

BSAD 105 Essentials of Accounting (2 crs)

Prerequisite: Credit cannot be earned if taken after ACCT 201 or ACCT 202.

- *Credit cannot be counted toward any College of Business major or minor programs.*

This course teaches students how to interpret basic financial statements. Students learn the parts of annual reports issued by companies, the differences between balance sheets and income statements, and basic accounting terminology.

Attributes: Special Course Fee Required

Lecture/Discussion Hours: 2

Lab/Studio Hours: 0

BSAD 110 Business Leadership Institute (1-2 crs)

Prerequisite: New Freshmen Only

This course helps students develop the knowledge and competencies necessary to reach their educational potential. Topics include leadership, teamwork, goal setting, time management, communication skills (interpersonal, oral, and written), social responsibility, globalization, and diversity.

Lecture/Discussion Hours: 1-2

Lab/Studio Hours: 0

BSAD 115 Essentials of Human Resource Management (2 crs)

Prerequisite: Credit cannot be earned if taken after MGMT 349.

- *Credit cannot be earned toward any College of Business major or minor programs.*

This course examines policies and practices relating to recruitment, selection, training and development, performance appraisal, reward systems, and employee relations. This course is for non-business students seeking a business elective or the business administration certificate.

Attributes: Special Course Fee Required

Lecture/Discussion Hours: 2

Lab/Studio Hours: 0

BSAD 120 Essentials of Personal Finance (2 crs)

Prerequisite: Credit cannot be earned if taken after FIN 135.

- *Credit cannot be earned toward any College of Business major or minor programs.*

This course teaches how to manage your finances. You learn how to track spending, set up a budget, avoid hidden costs in transactions, and invest. You learn personal finance terminology used in the financial press.

Attributes: Special Course Fee Required

Lecture/Discussion Hours: 2

Lab/Studio Hours: 0

BSAD 125 Essentials of Marketing (2 crs)

Prerequisite: Credit cannot be earned if taken after MKTG 330.

- *Credit cannot be earned toward any College of Business major or minor programs.*

This course provides students with a basic understanding of marketing. Students learn the role of product, price, promotion, and distribution in the marketing process and explore how marketing impacts their chosen field.

Attributes: Special Course Fee Required

Lecture/Discussion Hours: 2

Lab/Studio Hours: 0

BSAD 130 Essentials of Management (2 crs)

Prerequisite: Credit cannot be earned if taken after MGMT 340.

- *Credit cannot be earned toward any College of Business major or minor programs.*

This course explores basic managerial functions such as planning, organizing, staffing, directing, and controlling. Topics include the application of management principles to include aspect of authority, departmentalization, line and staff relations, and comparative management.

Attributes: Special Course Fee Required

Lecture/Discussion Hours: 2

Lab/Studio Hours: 0

BSAD 135 Essentials of Business Communication (2 crs)

Prerequisite: Credit cannot be earned if taken after both BCOM 206 and BCOM 207.

- *Credit cannot be earned toward College of Business major or minor programs.*

This course introduces students to the basics of business communication. Students learn to determine the most effective means to communicate the plan, revise, and polish communication for business.

Attributes: Special Course Fee Required

Lecture/Discussion Hours: 2

Lab/Studio Hours: 0

BSAD 140 Essentials of Information Systems (2 crs)

Prerequisite: Credit cannot be earned if taken after IS 240.

- Credit cannot be earned toward any College of Business major or minor programs.

This course offers a focus on personal information systems to enhance your productivity in today's digital environment. It emphasizes computer use, tool integration, and support of business processes.

Attributes: Special Course Fee Required

Lecture/Discussion Hours: 2

Lab/Studio Hours: 0

BSAD 145 Essentials of Business Law (2 crs)

Prerequisite: Credit cannot be earned if taken after BLAW 305 or BLAW 306.

- Credit cannot be earned toward any College of Business major or minor programs.

This course examines the business legal environment, including sources of law and forms of business ownership. You will learn basic principles of agency, contract law, warranty and commercial paper.

Attributes: Special Course Fee Required

Lecture/Discussion Hours: 2

Lab/Studio Hours: 0

BSAD 150 Essentials of Investing (2 crs)

Prerequisite: Credit cannot be earned if taken after FIN 320.

- Credit cannot be earned toward any College of Business major or minor programs.

This course teaches the basics of financial investments. You will learn to identify investments and when and how much to invest. Topics include real estate, financial instruments, and insurance annuities. You will learn basic investment terminology.

Attributes: Special Course Fee Required

Lecture/Discussion Hours: 2

Lab/Studio Hours: 0

BSAD 155 Essentials of Leadership (2 crs)

Prerequisite: Credit cannot be earned if taken after MGMT 300 OR MGMT 340.

- Credit cannot be earned toward any College of Business major or minor programs.

This course provides an overview of the complexities of practicing leadership and offers students concrete strategies for developing their leadership skills. Students will apply these fundamental leadership principles to their own lives through self-assessment and reflection.

Grading Basis: A-F Grades Only

Lecture/Discussion Hours: 2

Lab/Studio Hours: 0

BSAD 180 Foundations for Success in Business (3 crs)

Prerequisite: Open to declared College of Business major, COB Undecided, or Business Pre-Professional students with fewer than 45 credits.

Introduction to business and the integration of functional areas within business. Individual and group work investigating foundations of business success. Introduction to College of Business learning goals of teamwork, communication, and problem solving.

Grading Basis: A-F Grades Only

Lecture/Discussion Hours: 3

Lab/Studio Hours: 0

BSAD 191 Special Topics (1-3 crs)

Selected topics of special interest to students and faculty, not normally covered in regular classes.

Repeat: Course may be repeated for a maximum of 6 credits

BSAD 202 Business Statistics (3 crs)

Probability and statistics applied to business problems; frequency and probability distributions, mean and variance, normal distribution, hypothesis testing, linear regression and correlation.

Lecture/Discussion Hours: 3

Lab/Studio Hours: 0

BSAD 300 Cultural Competence for Today's Workplace (1 cr)

Prerequisite: Completion of 45 credits

Develops the awareness and sensitivity of students to issues of race, religion, culture, age, gender, sexual orientation, and disabilities in the workplace.

Grading Basis: No S/U Grade Option

Lecture/Discussion Hours: 1

Lab/Studio Hours: 0

BSAD 395 Directed Studies (1-4 crs)

Consent: Department Consent Required

BSAD 398 Internship Program I (1-3 crs)

Prerequisite: ECON 103, 104, ACCT 201 OR ACCT 202, IS 240. Minimum junior standing

Consent: Department Consent Required

- *Acceptance in Internship Program. See description under College of Business. A maximum of three credits of BSAD 398 may be applied to the 120-credit graduation requirement.*

Students gain on-the-job experience in business communication in a supervised professional setting.

Attributes: LE-CEL Community-Engaged Learning, LE-I1 Integration, Internship, Special Course Fee Required

Repeat: Course may be repeated for a maximum of 3 credits

BSAD 399 Independent Study Projects (1-4 crs)

Prerequisite: Minimum junior standing.

Consent: Department Consent Required

Lab/Studio Hours: 0

Repeat: Course may be repeated

Lecture/Discussion Hours: 1-4

BSAD 491 Selected Topics in Business (1-3 crs)

Prerequisite: Minimum senior standing.

Consent: Instructor Consent Required

Small groups will study topics selected because of a special interest on the part of students or faculty.

Repeat: Course may be repeated

Lecture/Discussion Hours: 1-3

Lab/Studio Hours: 0

BSAD 495 Directed Projects (3 crs)

Prerequisite: Minimum senior standing.

Consent: Department Consent Required

Internship experiences in business situations relevant to student's major field of study; under supervision of faculty member.

Repeat: Course may be repeated

BSAD 498 Internship Program II (1-3 crs)

Prerequisite: Minimum senior standing.

Consent: Department Consent Required

- *Acceptance in Internship Program. See description under College of Business. Up to 3 credits of BSAD 398 may be applied to the 120-credit graduation requirement.*

Students gain on-the-job experience in business communication in a supervised professional setting.

Attributes: LE-CEL Community-Engaged Learning, LE-I1 Integration, Internship, Special Course Fee Required

Repeat: Course may be repeated for a maximum of 3 credits

BSAD 499 Independent Study Projects (1-4 crs)

Prerequisite: Minimum senior standing.

Consent: Department Consent Required

Individual project under the direction of a faculty member.

Repeat: Course may be repeated

BSAD 797 Independent Study (1-3 crs)

Consent: Department Consent Required

Individual project under the direction of a faculty member.

Repeat: Course may be repeated

Grading Basis: No S/U Grade Option
