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
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
<th>Attributes</th>
<th>Lecture/Discussion Hours</th>
<th>Lab/Studio Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD 140</td>
<td>Essentials of Information Systems (2 crs)</td>
<td>2</td>
<td>Credit cannot be earned if taken after IS 240.</td>
<td>Credit cannot be earned toward any College of Business major or minor programs.</td>
<td>2</td>
<td>0</td>
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<tr>
<td>BSAD 145</td>
<td>Essentials of Business Law (2 crs)</td>
<td>2</td>
<td>Credit cannot be earned if taken after BSAD 305 or BSAD 306.</td>
<td>Credit cannot be earned toward any College of Business major or minor programs.</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>BSAD 150</td>
<td>Essentials of Investing (2 crs)</td>
<td>2</td>
<td>Credit cannot be earned if taken after FIN 320.</td>
<td>Credit cannot be earned toward any College of Business major or minor programs.</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>BSAD 155</td>
<td>Essentials of Leadership (2 crs)</td>
<td>2</td>
<td>Credit cannot be earned if taken after MGMT 300 OR MGMT 340.</td>
<td>Credit cannot be earned toward any College of Business major or minor programs.</td>
<td>2</td>
<td>0</td>
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<tr>
<td>BSAD 180</td>
<td>Foundations for Success in Business (3 crs)</td>
<td>3</td>
<td>Declared College of Business major or COB undecided.</td>
<td>Open to Freshman only.</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>BSAD 191</td>
<td>Special Topics (1-3 crs)</td>
<td>1-3</td>
<td>Selected topics of special interest to students and faculty, not normally covered in regular classes.</td>
<td>Repeat: Course may be repeated for a maximum of 6 credits</td>
<td>0</td>
<td>2</td>
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<tr>
<td>BSAD 202</td>
<td>Business Statistics (3 crs)</td>
<td>3</td>
<td>Probability and statistics applied to business problems; frequency and probability distributions, mean and variance, normal distribution, hypothesis testing, linear regression and correlation.</td>
<td></td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>BSAD 210</td>
<td>Service-Learning in Business Administration (1 cr)</td>
<td>1</td>
<td>Students must complete 30 hours of volunteer service. Type of service must be approved by your faculty supervisor. A journal must be kept throughout the service-learning project documenting when, how long, and the type of activity. The service-learning project must be completed within one calendar year (preferably one semester). Assignments outstanding longer than this will be graded unsatisfactory.</td>
<td>Attributes: Service-Learning, Full 30 Hours</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>BSAD 300</td>
<td>Equity, Diversity, and Inclusion in the Workplace</td>
<td>1</td>
<td>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.</td>
<td>Attributes: Cultural Diversity 1 cr.</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

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.

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.

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.

This course will examine how "good" leadership has evolved, delve into theories that describe the process of leadership, and explore the various roles 21st century leaders must embrace to be effective.

Grading Basis: A-F Grades Only
Lab/Studio Hours: 0
BSAD 305 Legal and Regulatory Environment (3 crs)
Prerequisite: Completion of 54 credits
This course considers legal and ethical issues affecting American business. Students will learn to recognize, prevent, and manage related risks in the legal and regulatory environment in which businesses operate. Students are introduced to the U.S. court system, alternative dispute resolution techniques, and administrative law. Sustainability of business practices, social responsibility, and rights and duties are emphasized through discussion of topics such as environmental law, employment discrimination, torts, agency principles, and related constitutional law principles.
Lecture/Discussion Hours: 3
Lab/Studio Hours: 0

BSAD 306 Business Law (3 crs)
Prerequisite: Minimum junior standing.
• BSAD 305 is recommended prior to enrollment in this course.
Law of contracts, sales, negotiable instruments, secured transactions, suretyship, bankruptcy, accountant's legal liability, personal property, bailments and documents of title, real estate, wills, trusts, and insurance.
Lecture/Discussion Hours: 3
Lab/Studio Hours: 0

BSAD 315 International Business Law (3 crs)
Prerequisite: Minimum junior standing.
A study of private and public law as it affects U.S. companies dealing in international business.
Lecture/Discussion Hours: 3
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, MGMT 398, and MKTG 398 may be applied to the 120-credit graduation requirement. Students must have the service-learning option approved prior to starting the Internship.
Students will participate in work experiences related to their area of interest.
Attributes: LE-I1 Integration, Service-Learning Optional, Internship, Special Course Fee Required
Repeat: Course may be repeated

BSAD 399 Independent Study Projects (1-4 crs)
Prerequisite: Minimum junior standing.
Consent: Department Consent Required
Repeat: Course may be repeated

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.
Additive credit only. May not be applied to the 120-credit graduation requirement. Students must have the service-learning option approved prior to starting the Internship.
Students will participate in work experiences related to their area of interest.
Attributes: LE-I1 Integration, Service-Learning Optional, Internship, Special Course Fee Required
Repeat: Course may be repeated

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 702 Statistical Analysis Foundation (2 crs)
Prerequisite: Limited to MBA students.
• Not for MBA degree credit
Emphasis placed on applied business statistics. Discussion focuses on probability, frequency and probability distributions, mean and variance, normal, chi-square, t and F distributions, hypothesis testing, regression, correlation, nonparametric statistics, and analysis of variance.
Attributes: Higher Cost Per Credit
Grading Basis: No S/U Grade Option
Lecture/Discussion Hours: 2
Lab/Studio Hours: 0

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