

BUSINESS (BUS)

BUS-101 Orientation to Business Professionalism (1)

Develops students' personal and professional skills in the business world. Focuses on the components of business image including professional dress, networking with business professionals, the art of handshaking, and proper dining, email and meeting etiquette. Students will create employment documents/tools and explore professional organizations. Emphasizes professionalism in the business industry with additional insight on how to be successful as a Kirkwood student. Arts & Sciences Elective Code: B
Hours per week: 1.0 lecture

BUS-102 Introduction to Business (3)

Focuses on American and global business and introduces the student to each primary facet of operating a business. This course will help the student understand economic, social and political influences that affect business success. Arts & Sciences Elective Code: B
Hours per week: 3.0 lecture

BUS-185 Business Law I (3)

Surveys the general source of law and structure of the American legal system. Students learn basic principles of tort law, administrative law, constitutional law and contract law with an emphasis on business applications. Arts & Sciences Elective Code: A
Hours per week: 3.0 lecture

BUS-190 Professionalism: BPA (1)

Develops and recognizes leadership and teamwork utilizing a student professional organization, Business Professionals of America (BPA). Special emphasis is placed on leadership development activities. Students are provided the opportunity to participate in state and national business competitions, earn awards, perform community service and seek local, state and national office. This course may be repeated for credit. Arts & Sciences Elective Code: B
Hours per week: 1.0 lecture

BUS-192 Professionalism: Business Competition (1)

Recognizes and develops leadership and teamwork skills utilizing an online, team-based simulation in a virtual environment. Prepares students for the modern digital age in business. Addresses the importance of virtual communication, collaboration, and problem-solving in future career success. Arts & Sciences Elective Code: B
Hours per week: 1.0 lecture

BUS-280 Fundamentals of Lean Process Improvement (3)

Focuses on learning and practicing Lean methods of minimizing waste, increasing efficiency and improving quality within organizations. Provides basic understanding and practical applications of organization techniques (5S), Lean mapping tools, streamlining work processes and problem-solving methodologies (A3). Concludes with a comprehensive capstone project using real-world Lean applications. Arts & Sciences Elective Code: B
Hours per week: 3.0 lecture

BUS-294 Business Administration Capstone (1)

Covers business concepts introduced in earlier coursework. Focuses on the skills, knowledge, qualities, and attributes required to be a business professional. Emphasizes project-based evaluation and analysis of business scenarios. Arts & Sciences Elective Code: B
Hours per week: 1.0 lecture

Prerequisite: Take BUS-102. Take MGT-101. Take CSC-116. Take PHI-105 or PHI-135. Take SPC-101 or SPC-112.

Pre/corequisite: Take ACC-152.

BUS-350 Foundations of Risk Analysis and Management (3)

Provides a foundation in risk assessment, mitigation, and management. Focuses on the knowledge and practical skills required to identify and propose solutions for security risks, and apply methodologies to identify, assess, and manage risks effectively. Arts & Sciences Elective Code: B
Hours per week: 3.0 lecture

Corequisite: Take NET-618.

BUS-450 Auditing Practices and Compliance Procedures (3)

Reviews auditing practices and compliance procedures commonly required in various industries. Provides practice in completing industry-standard documentation required by industry and government regulations for reporting and documenting compliance. An emphasis will also be placed on communicating information to stakeholders. Arts & Sciences Elective Code: B
Hours per week: 3.0 lecture

Prerequisite: Minimum C- in BUS-350.

BUS-924 Honors Project (1)

Allows a qualified honors student to pursue a special concentration of study under the guidance of a faculty member. Requires completion of an honors project contract. May be taken more than once. Arts & Sciences Elective Code: B; Comments: Requires approval of supervising professor and dean
Hours per week: 1.0 lecture

BUS-928 Independent Study (1-3)

Provides readings, papers and basic research or other projects under the individual guidance of a staff member. Arts & Sciences Elective Code: B; Comments: Permission of instructor, dean
Hours per week: 1.0 lecture