

COURSE DESCRIPTIONS

BBA GENERAL EDUCATION REQUIRED COURSES

GEN Critical Thinking

120B

Prerequisites: **None**

This course is designed to teach students how to analyze or evaluate information especially those statements that have been proposed as being true. It helps student develop a process of reflecting on what statements mean. Students will also examine the evidence that is offered and form a judgment about the facts.

Credit Hours:	3
Course Delivery:	Classroom
Group:	General Education; Required

This course is a prerequisite for: None

BUS Intercultural Communication

250B

Prerequisites: **None**

In order to be effective in increasingly multicultural environments, it is essential to be aware of cultural beliefs and values that inform behavior and practices. This course will expose students to the basic theories of intercultural communication, through which they will gain deeper insight into themselves as cultural beings and become familiar with some of the differences and similarities they may encounter in business and personal relationships within and across cultures.

Credit Hours:	3
Course Delivery:	Classroom
Group:	General Education; Required

This course is a prerequisite for: None

COM Writing and Presentation Skills

114D

Prerequisites: **None**

This course is designed to meet the basic business presentation and writing skills for a working professional. The presentation component will prepare students for various aspects of academic or business presentations including: in-class presentations, seminars, conferences and business proposals. Students will be instructed in how to research, write and give a presentation, ask appropriate questions in Q & A sessions, and to facilitate conference sessions and panels. In the writing component, students will learn the techniques to organize material for concision, to effectively write various types of business documents such as memos, short essays, business letters, e-mails and resumes. Students will also learn about proper usage of grammar and style, and netiquette.

Credit Hours:	3
Course Delivery:	Classroom
Group:	General Education; Required

This course is a prerequisite for: None

INF Business Systems Applications**101B** Prerequisites: **None**

Information Technology is an integral part of business and academia. It is essential that students know about the basic computer applications that are used in businesses today. The primary focus of this course will be on Microsoft Office programs and applications.

Credit Hours:	3
Course Delivery:	Classroom; Lab
Group:	General Education; Required

This course is a prerequisite for: INF304B

MAT Quantitative Methods**121C** Prerequisites: **None**

This course is designed to introduce the basic mathematical techniques like algebra and basic calculus, and their applications to business. The course will cover basic algebra including non-linear and quadratic equations. The course will also cover calculus topics of differentiation and integration in detail. Successful completion of this course gives the student a firm foundation of mathematical principles for future higher-level business courses.

Credit Hours:	3
Course Delivery:	Classroom
Group:	General Education; Required

This course is a prerequisite for: BUS208C

MEN First Year Seminar**101B** Prerequisites: **None**

This course is designed to help new students learn about the college community. This program provides opportunities for group work and class discussions and opportunities to engage in a real-life case study.

Credit Hours:	1
Course Delivery:	Classroom
Group:	General Education; Required

This course is a prerequisite for: None

CAR Career Exploration**101**Prerequisites: **None**

In this course, students will be introduced to the fundamentals of career and professional development theory, preparing for and conducting a global job search in today's economic climate and professional interviewing. Students will develop an understanding of the psychology of work, how to organize and plan strategies to have a successful search as well as successful navigation of the interview process. Emphasis will be on identifying strengths, skills, and options. Students will learn how to evaluate employment trend markets as part of the job searching strategy. Finally, students will develop necessary tools such as professional development plans, SWOT Analysis, and resumes and cover letters. Students will also be coached on the art of interviewing, networking and career pathway management.

Credit Hours:	1
Course Delivery:	Classroom
Group:	General Education; Required

This course is a prerequisite for: None

CAR Career Set-up**201**Prerequisites: **None**

The course description will be revised soon.

Credit Hours:	1
Course Delivery:	Classroom
Group:	General Education; Required

This course is a prerequisite for: None