

# Courses

## BUSINESS ADMINISTRATION

**BUAD 100 (5 CR)**  
**PRACTICAL ENGLISH FOR THE WORK-PLACE**  
 Interdisciplinary approach to literacy and critical thinking, emphasizing processes, terminologies and protocols of real-life work environments. (NE)

**BUAD 101 (5 CR)**  
**INTRODUCTION TO BUSINESS**  
 Introduction to the various aspects of business ownership, organization, administration, decision-making, legal and regulatory environment, finances, and personnel. (TE)

**BUAD 108 (5 CR)**  
**PRINCIPLES OF MARKETING**  
 Broad overview of the market structure and its functions showing why marketing is important to business success. Includes the description, analysis, and evaluation of the marketing environment. (NE)

**BUAD 115 (5 CR)**  
**ESSENTIALS OF ACCOUNTING**  
 Introduction to the accounting cycle for personal-service businesses, including banking and payroll. Prerequisite: MATH 070. (NE)

**BUAD 121 (3 CR)**  
**PERSONAL & SMALL BUSINESS FINANCE**  
 Applied study of budgeting, buying, borrowing, saving, taxes, insurance, and investments from the individual and the small business point of view. (NE)

**BUAD 128 (3 CR)**  
**SUPERVISION: CORE SKILLS I**  
 Focuses on concepts in leadership, decision-making and communication for the new supervisor to utilize in the workplace. Topics include management styles, human relations and creativity in the workplace. (NE)



## BUSINESS ADMINISTRATION

**BUAD 135 (3 CR)**  
**SMALL BUSINESS MANAGEMENT**  
 Covers organizing and operating a small business. Includes the business setting, financial planning and control of business investments, profit and cash and the organization of personnel procedures. (NE)

**\*REVISED 06.18.13\***  
**BUAD 140 (3 CR)**  
**SMALL BUSINESS ENTREPRENEUR**  
 Presents the basics of new business research, design, and implementation. Students work together to complete each of the steps necessary to develop a business idea, conduct market research, and write a basic business plan for a potential business. (NE)

**BUAD 146 (5 CR)**  
**BUSINESS MATH & 10-KEY**  
 Introduction to business mathematics, percentages, ratios, markup/markdown and use of tables using ten-key electronic calculator. Develops technique, speed, and accuracy on ten-key calculator. Prerequisite: Math 070. (NE)

**BUAD 163 (2 CR)**  
**CUSTOMER SERVICE I**  
 Presents concepts in relationship building including impacting customer loyalty, dealing with difficult customers, the art of salesmanship and customer rights. (NE)

**BUAD 180 (5 CR)**  
**INTRODUCTION TO PROJECT MANAGEMENT**  
 Fundamental skills and knowledge related to managing projects with emphasis on project life cycle, scope, costs and time constraints. Prerequisite: CMPS 101 or equivalent, or permission of instructor. (NE)

**BUAD 181 (5 CR)**  
**INTERMEDIATE PROJECT MANAGEMENT**  
 Second in a 3 part series leading to a project management certificate, focus is on using PM and architectural software and developing skills needed in practical project development and implementation. Prerequisites: BUAD 180 or equivalent, or permission of instructor. (NE)

## BUSINESS ADMINISTRATION

**BUAD 182 (5 CR)**  
**ADVANCED PROJECT MANAGEMENT**  
 Final course for the project management certificate. Prepares the student to become a certified project management professional by providing experience in selecting, planning, developing and completing a project using the skills learned in this and previous courses in the certificate program. Prerequisite: BUAD 181 or equivalent, or permission of instructor. (NE)

**BUAD 188/288 (1-5 CR)**  
**TOPICS IN BUSINESS ADMINISTRATION**  
 Taught in a classroom setting. (NE)

**BUAD 189/289 (1-5 CR)**  
**INDIVIDUALIZED STUDIES IN BUSINESS ADMINISTRATION**  
 Individualized learning contracts between a student and an instructor. (NE)

**BUAD197/297 (1-6 CR)**  
**INTERNSHIP/PRACTICUM IN BUSINESS ADMINISTRATION**  
 Participation in an internship/practicum project under the direction of a faculty member in consultation with a professional in the field. (NE)

**BUAD 202 (5 CR)**  
**BUSINESS LAW**  
 Principles of law as they apply to business, including history, contracts, law of agencies, rights and duties of employer and employee, negotiable instruments, personal property, insurance, conditional sales, partnership, corporations, real property and security relations. (SS)

**BUAD 212 (5 CR)**  
**FINANCIAL ACCOUNTING**  
 Introduction to the theory and practice of accounting. Financial reporting for partnerships and corporations, including such topics as financial statement preparation, the accounting cycle, inventories, and accounting assets, liabilities, equities, revenues and expenses. Prerequisite: MATH 070. (TE)

CS – Communication Skills

NASD– Native American Studies

NS–Natural Science

QS–Quantitative Skills

HT – Humanities Theory

NE–Non Transferable Elective

NSL–Natural Science Lab

SS–Social Science

HP – Humanities Performance

TE–Transferable Elective

N–Non-Applicable



May include Indigenous Service Learning Component