

BUS

Courses

BUS 100 Business Career Exploration Seminar **1 Credit. 0 Lecture Hour. 2 Lab Hours.**

A course on using research and personal reflection to develop a strong foundation for selecting an academic program/major and planning a career related to Business. Topics include: analyzing interests, abilities, and values; reviewing academic and personal requirements for related programs/majors; and examining career outcomes including salary, job availability, advancement opportunities, and other factors.
Prerequisites: None

BUS 150 Automotive Services ATS: Advanced Standing **30 Credits. 30 Lecture Hours. 0 Lab Hour.**

Students complete apprenticeship education, industry training programs, or work experience related to skills used in the automotive services industry.

Prerequisites: Program Chair consent
Instructor Consent Required

BUS 190 Professional Practices **1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A course that prepares students in Business Technologies programs for a successful cooperative education experience. Topics include: exploring career options, preparing a resume, developing interviewing skills, building a professional presence, and understanding professional ethics. Students must earn a grade of C or higher to pass this course.

Prerequisites: AFL 085 or appropriate placement test score

BUS 191 Part-Time Cooperative Education 1: Business **1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 190 (minimum grade C)

BUS 192 Part-Time Cooperative Education 2: Business **1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their second part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 191

BUS 193 Part-Time Cooperative Education 3: Business **1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their third part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 192

BUS 194 Part-Time Cooperative Education 4: Business **1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fourth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 193

BUS 195 Part-Time Cooperative Education 5: Business **1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fifth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 194

BUS 196 Part-Time Cooperative Education 6: Business **1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their sixth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 195

BUS 198 First Year Special Topics in Business **1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Business, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

BUS 199 First Year Independent Project in Business **1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Business that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Business faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

BUS 280 Cooperative Education Seminar 1 **3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Students participate in activities that enhance employment options in a chosen career field, as an alternative to traditional cooperative education experience. A minimum grade of C is required to pass the course.

Prerequisites: Co-op coordinator consent

Instructor Consent Required

BUS 285 Cooperative Education Seminar 2 **3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Students participate in activities that enhance employment options in a chosen career field, as an alternative to traditional cooperative education experience. A minimum grade of C is required to pass the course.

Prerequisites: Co-op coordinator consent

Instructor Consent Required

BUS 291 Full-Time Cooperative Education 1: Business

2 Credits. 1 Lecture Hour. 40 Lab Hours.

Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 190 (minimum grade C)

BUS 292 Full-Time Cooperative Education 2: Business

2 Credits. 1 Lecture Hour. 40 Lab Hours.

Students seeking an associate's degree participate in their second full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 291

BUS 293 Full-Time Cooperative Education 3: Business

2 Credits. 2 Lecture Hours. 40 Lab Hours.

Students seeking an associate's degree participate in their third full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 292

BUS 298 Second Year Special Topics in Business

1-9 Credits. 0 Lecture Hour. 0 Lab Hour.

A course on selected topics related to Business, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

BUS 299 Second Year Independent Project in Business

1-9 Credits. 0 Lecture Hour. 0 Lab Hour.

A project related to Business that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Business faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section