

Business

BUS1013, PRINCIPLES OF ACCOUNTING I, 3 hours.

This is an introductory course in fundamental accounting principles. It discusses business transactions, the chart of accounts, debits & credits, T-accounts, account ledgers, preparation of financial statements, internal controls for cash, the bank reconciliation, and payroll. It is designed for students with no accounting background.

BUS1233, FIELD STUDY I, 3 hours.

This course provides the student the opportunity to gain practical work experience that compliments the classroom instruction. Actual on-the-job work shall consist of not less than 12-15 hours a week, compensation paid to the student at the prevailing hourly wage for that job. Students may secure their own jobs subject to approval of the instructor. This course emphasizes the requirements necessary to become a successful employee and to look at requirements necessary to advance within a company.

BUS1243, FIELD STUDY II, 3 hours.

This course provides the student the opportunity to gain practical work experience that compliments the classroom instruction. Actual on-the-job work shall consist of not less than 12-15 hours a week, compensation paid to the student at the prevailing hourly wage for that job. Students may secure their own jobs subject to approval of the instructor. This course emphasizes the requirements necessary to become a successful employee and to look at requirements necessary to advance within a company.

BUS1273, INTRODUCTION TO BUSINESS T►, 3 hours.

This course is designed to provide students a clearer understanding of the world of business. Information will be provided on basic business types as well as the employees employed by these businesses. Special consideration is given to ethical issues businesses and employees encounter. A variety of projects will be provided to enhance key concepts.

BUS1293, INTRODUCTION TO MARKETING T►, 3 hours.

This course provides an introduction to the study of Marketing with an emphasis on the role of marketing in today's society. It looks at the various factors that influence

the consumer's decision making process. The distribution of goods and services including: product planning, supply channel, pricing, and promotion decisions.

BUS2013, FINANCIAL ACCOUNTING T►, 3 hours.

This course will review the fundamental accounting concepts used to account for transactions and to prepare & analyze the financial statements for corporations. Topics include: the accounting information system; the accounting equation; the recording and reporting of business transactions; the application of generally accepted accounting principles; the adjusting and closing process; classified financial statements and statement analysis, including issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flows; internal controls and ethics. Prerequisite: BUS1013 or High School Accounting with a C or better.

BUS2023, MANAGERIAL ACCOUNTING T►, 3 hours.

A survey of the tools for interpreting, analyzing and understanding accounting data used in setting plans and objectives, in controlling operations and in making management decisions. Prerequisite: BUS 2013 Financial Accounting with a C or better College Algebra recommended. Offered in the spring semester only.

BUS2113, Business Communications T►, 3 hours.

In this course, students will develop essential communication skills vital for success in the business environment. Emphasis will be placed on effective written communication, including emails, reports, and presentations. Students will also explore verbal communication techniques for meetings and interviews focusing on clarity and persuasion. Additionally, the course will cover nonverbal communication and its impact on message delivery, as well as strategies for effective listening and feedback.

BUS2313, Business Law T►, 3 hours.

This course provides a comprehensive introduction to the legal principles and frameworks that influence business operations. Students will explore the structure and functions of the American legal system and examine the application of business ethics in decision-making. Topics include the legal elements and defenses

associated with crimes, intentional torts, negligence, and strict liability, as well as the principles of common law governing contracts.

T► This course is approved by the Kansas Board of Regents for System Wide Transfer among all Kansas public postsecondary institutions offering an equivalent course. Additional courses may also be eligible for transfer. Please visit the FSCC Registrar to learn more. *Offered on demand only. +Offered in 1 to 3 hour increments.