Course Descriptions

BBA Liberal Arts and STEM Required Courses

BUS 204	**Ethics and Corporate Social Responsibility**		
	Highly recommended: N/A		

Students will develop an understanding for the importance of ethics in business and the corporate responsibilities that business organizations must assume in business and society. An emphasis will be on contemporary trends in corporate responsibilities with respect to ethical, legal, economic and regulatory conditions in the global marketplace. Students will be able to demonstrate professional and ethical conduct, critical thinking skills, and the confidence and ability to engage in life-long learning, and an understanding of the cultural, political, legal, technological, and economic forces that shape the global business environment.	**Credit Hours:**	3
	Course Delivery:	Classroom
	Group:	Liberal Arts Core

This course is highly recommended for: N/A

COM114D	**Writing and Presentation Skills**		
	Highly recommended: N/A		

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:	Liberal Arts Core

This course is highly recommended for: N/A

IMM100	**ADAPT (Academic Development, Asian Perspectives and Training)**		
	Only for students registered 2021 onward		

This course is designed to help new students learn about the college community and develop tools and skills to ensure academic success. This program provides opportunities for group work and class discussions and opportunities to engage in co-curricular and extra-curricular activities.	**Credit Hours:**	3
	Course Delivery:	Classroom
	Group:	Liberal Arts Core

This course is highly recommended for: N/A

BUS250A — Business Communication Across Cultures

Highly recommended: N/A

An emphasis on the practical applications of theories and principles to the development of writing and oral communication skills essential to effective communications in a multicultural business world. The course includes and introduces an understanding in the differences between oral and written communications within the business environment, practical written communications in business memorandums, resume and cover letters, reports, and e-mails, presentation organization and delivery, audience awareness, theories in ethics related to writing, and the effective use of non-verbal communications skills and visual aids. A practical course designed to teach how to compose clear, concise written communications, as well as research and preparation for verbal communications related to presentations and meetings across cultures.

Credit Hours:	3
Course Delivery:	Classroom
Group:	Liberal Arts Core

This course is highly recommended for: N/A

ENG101 — Business English

Highly recommended: N/A

The Business English course prepares students to communicate effectively in an international business setting by teaching students how to communicate better and more effectively in English in everyday professional environments. Introducing students to vocabulary used daily in a work context, such as in interviews, speaking with colleagues, giving presentations and communicating in meetings. This course primarily focuses on the writing and speaking aspects of business.

Credit Hours:	3
Course Delivery:	Classroom
Group:	Liberal Art Core

This course is highly recommended for: N/A

INF204A — Management Information Systems

Highly recommended: INF101B

This course provides the background necessary to make decisions about computer-based information systems. It focuses on understanding computer technology, systems analysis and design, and control of information processing by managers and generally about the different aspects of information systems

Credit Hours:	3
Course Delivery:	Classroom
Group:	STEM Core

This course is highly recommended for: N/A

INF101A — IT for Business

Highly recommended: N/A

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
Group:	STEM Core

This course is highly recommended for: INF304B

DAT101	**Coding for Business**
	Highly recommended: N/A

Students will be introduced to different coding languages such as Python, Java Script, and Java. Students will learn the basics of coding and this course will lay the foundation for more advanced coding classes aimed at data analytics etc.

Credit Hours:	3
Course Delivery:	Classroom
Group:	STEM Core

This course is highly recommended for: DAT301; DAT302; DAT303; DAT401; DAT402

BUS208C	**Basic Statistical Methods and Applications**
	Highly recommended: MAT121A OR MAT150

This course deals with application of statistical and mathematical methods to business problems. Topics include descriptive statistics, elementary probability, random variables and probability distributions, the binomial, Poisson, normal and "t" distributions; estimation and hypothesis testing; type I and II errors and their control.

Credit Hours:	3
Course Delivery:	Classroom
Group:	STEM Core

This course is highly recommended for: BUS316B

MAT121A	**Mathematics for Business**
	Highly recommended: N/A

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:	STEM Core

This course is highly recommended for: BUS208C