Courses in Business Communication and Legal Studies

Unless otherwise indicated, courses are three semester hours credit. Enrollment in courses numbered 300 or higher requires junior standing.

COURSES IN BUSINESS COMMUNICATION (BCM)

247. Business Communication (BUSI 2304) - Application of business communication principles through creation of effective business documents and oral presentations. Includes study and application of team communication and use of technology to facilitate the communication process. Prerequisites: six hours from English 131, 132, 133 or 235 and basic keyboarding skills.

347. Administrative Communication - Study of administrative communication skills with focus on written and visual communication. Incorporation of electronic presentation tools in document development. Prerequisites: BCM 247 or ENG 273. Recommended prerequisites: CSC 101 or 121.

447. Organizational Communication - Study of the total organizational communication process within business organizations, including issues of organizational culture, diversity, power, leadership, conflict resolution, ethical issues and international communication.

450. Leadership Communication for Business - Study of leadership communication and practices used by business leaders in today’s prevailing economic climate. Practical corporate communication and leadership skills will be presented and discussed. A communication/leadership assessment will be administered and the results used to help the student assess his or her strengths and weaknesses; leading to the development of a personal improvement plan.

475. Special problems - Instruction in special topics in business communication.

COURSES IN BUSINESS LAW (BLW)

335. Business Law - Examination of various legal relationships, which are significant in business, including, contracts, agency, torts, intellectual property, personal property, bailments and related subjects. Prerequisite: junior standing.

366. Real Estate Law - Examination of real estate concepts, including estate in land contracts, voluntary and involuntary conveyances, real estate description, liens, methods of title assurance, recording procedures, landlord-tenant law, agency law, and licensure requirements for real estate professionals. Emphasis on Texas Real Estate Law concepts. (Same as FIN 366).

437. International Legal Environment of Business - A study of the principles of international business law, together with the domestic and international business and legal institutions, legal systems and methods of dispute resolution, transnational commercial activities, and the economic, political, social, cultural, and ethical considerations for global business.

456. Employment and Agency Law - Study of the legal principles that define the relationship between employers and employees, including obligations imposed by federal and Texas statutes. Prerequisite: BLW 335 or consent of department chair.
468. Oil and Gas Law - Examination of the legal principles involved in oil, gas and mineral ownership, title research, curative work and leases. Prerequisite: BLW 335 or consent of department chair.

475. Special Problems - Instruction in special topics in business law.

478. Environmental Regulatory Law - Study of environmental regulation, including regulations directed at business activities and intended to define the use and protection of natural resources. Examination of both statutes and case law, providing an overview of the history and current requirements of selected environmental regulation. Prerequisite: BLW 335 or consent of department chair.

COURSES IN GENERAL BUSINESS (GBU)

147. Introduction to Business (BUSI 1301) - Overview of basic business functions, including accounting, business law, communication, computer technology, economics, finance, marketing and management. Not open to students with junior or senior standing in the College of Business.

310. Business Communication Technologies - Comprehensive study of word processing equipment, systems and procedures. Emphasis on word processing applications, work measurement and comparative product evaluation. Prerequisites: CSC 121 or equivalent and keyboarding skills of at least 30 wpm.

321. Information Technology - Introduction to the technology and processes used within the information processing cycle and its impact on organizational and personal productivity.

325. Business, Ethics and Society - Comprehensive study of the dynamic social, political, legal and regulatory environments within which domestic and international business must operate. Course topics are examined with emphasis on ethical business decision making and consideration of social responsibility of business.

330. Principles of Employee Development - Study of employee development principles, theories and activities designed by an organization that provides its employees with the necessary skills to meet job demands of the present and future. Prerequisites: junior or senior standing, or permission from the department chair.

345. Training and Development - Application of theories of learning and instructional development to the education and training of employees in the organizational environment.

400. Negotiation and Alternate Dispute Resolution - Study of negotiation theories and skills applicable to internal and external business transactions. Conflict analysis in domestic, international and cross-cultural settings will be addressed. Dispute resolution methods, resolution systems, social and ethical issues, and trends will be examined.

440. Records Management - In-depth study of records management programs for organizations. Hands-on application with an appropriate database management software program. Prerequisite: CSC 121 or equivalent.


470. Special Topics - In-depth study of current interest within the disciplines offered in the Department of General Business. One to three semester hours. Can be repeated for a
maximum of three credit hours. Prerequisite: junior standing.

475. **Special Problems** - Instruction in special topics in general business. Prerequisite: approval of department chair.