

COURSES

NONCREDIT BUSINESS COURSES

NBUS 200 - Communication in the Workplace

0 units

This course introduces the key elements for communication in the professional workplace, and is beneficial for students seeking to improve their interpersonal communication skills. 9 hours lecture.

- Noncredit
- Grading Option: Letter or P/NP

NBUS 201 - Writing Skills for Managers

0 units

This course is designed to provide students with the skills necessary to effectively write various business documents. This course is beneficial for students seeking to improve their written communication skills in the workplace. Not applicable to associate degree. 9 hours lecture.

- Noncredit
- Grading Option: Letter or P/NP

NBUS 202 - Attitude in the Workplace

0 units

This course introduces the key elements for attitude in the professional workplace. This course is beneficial for students seeking to improve their ability to communicate a positive attitude while at work. Not applicable to associate degree. 9 hours lecture.

- Noncredit
- Grading Option: Letter or P/NP

NBUS 203 - Decision Making and Problem Solving

0 units

This noncredit course introduces the key elements for decision making and problem solving in the professional workplace. This course is beneficial for students seeking to improve their decision making and problem solving skills. Not applicable to associate degree. 9 hours lecture.

- Noncredit
- Grading Option: Letter or P/NP

NBUS 204 - Managing Organizational Change

0 units

This noncredit course introduces the key elements for managing organizational change in the professional workplace. This course is beneficial for students seeking to improve their understanding of how to manage organizational change. Not applicable to associate degree. 9 hours lecture.

- Noncredit
- Grading Option: Letter or P/NP

NBUS 205 - Team Building

0 units

This course is designed to provide students with an understanding of how teams work together, and common problems teams encounter and how to solve them. Not applicable to associate degree. 9 hours lecture.

- Noncredit
- Grading Option: Letter or P/NP

NBUS 206 - Time Management

0 units

This course is designed to introduce students to time management principles and specific tools that assist in making the most efficient use of

time. This course is beneficial for students seeking to improve their time management skills. Not applicable to associate degree. 9 hours lecture.

- Noncredit
- Grading Option: Letter or P/NP

NBUS 207 - Conflict Resolution

0 units

This course is designed to introduce students to the meaning of conflict, the causes of conflict, and strategies for resolving interpersonal conflict. This course is beneficial for students seeking to improve their conflict resolution skills. Not applicable to associate degree. 9 hours lecture.

- Noncredit
- Grading Option: Letter or P/NP

NBUS 208 - Stress Management in the Workplace

0 units

This course is designed to acquaint students with key elements of stress management in the workplace. This course is beneficial for students seeking to improve their skills in recognizing and managing stress. Not applicable to associate degree. 9 hours lecture.

- Noncredit
- Grading Option: Letter or P/NP

NBUS 209 - Values and Ethics

0 units

This course is designed to acquaint students with the importance of values and ethics in the workplace. This course is beneficial for students seeking to improve skills in interpreting how values influence actions and evaluating the impact of ethical behavior. Not applicable to associate degree. 9 hours lecture.

- Noncredit
- Grading Option: Letter or P/NP

NBUS 210 - Customer Service

0 units

This noncredit course covers key skills and attitudes necessary to effectively meet the customer's need and teaches students best practices for the importance of values and ethics in the workplace. Not applicable to associate degree. 9 hours lecture.

- Noncredit
- Grading Option: Letter or P/NP

NBUS 211 - Design Thinking for the Entrepreneur

0 units

This course introduces students to the decision making process called Design Thinking. Design Thinking emphasizes deep user understanding, intentional iteration and a focus on possibilities as a way to improve people's lives and enhance and create value for stakeholders. Design Thinking draws on methods from engineering and design and combines them with ideas from the arts, social services and the business world. Emphasis will be placed on experiential learning, identifying specific behaviors and skills that enable design thinkers to meet customer demands in all types of organizations including for-profits, non-profits, healthcare, arts and education. 9 hours lecture.

- Noncredit
- Grading Option: Letter or P/NP

NBUS 212 - Developing Your Business Plan

0 units

This is a course designed for students considering starting their own businesses. All major elements of a business plan will be covered, including financial statements, marketing, and competitive strategies. 9 hours lecture.

- Noncredit
- Grading Option: Letter or P/NP

NBUS 213 - Legal Aspects of Small Business

0 units

This course is designed for students interested in establishing a business and who need information about the legal issues involved. Legal aspects such as forms of ownership, licensing, and taxes will be covered. 9 hours lecture.

- Noncredit
- Grading Option: Letter or P/NP

NBUS 214 - Success in the Gig Economy

0 units

This course provides students with a hands-on class experience in starting a side business that can add to a student's income stream or grow into a full-time business. Students will learn to: identify income producing opportunities, develop business and promotion plans, and fund, launch, refine their business and make a profit. Emphasis will be placed on experiential learning, taking action and the iterative refinement process needed to start a new business. 9 hours lecture.

- Noncredit
- Grading Option: Letter or P/NP

NBUS 233 - Personal Financial Management and Planning

0 units

Designed to provide students with the practical, hands-on means of successfully managing their personal finances and of becoming financially empowered upon course completion. Among other topics, the course will cover the basics of credit management, assessing insurance needs, budgeting, personal financial statement preparation, investment and savings accounts, management of taxes, retirement accounts, will preparation and estate planning. 54 hours lecture.

- Credit - Degree Applicable
- Grading Option: Letter or P/NP