

<b>Name</b>	Leah Rea			
<b>US College</b>	Coe College, Cedar Rapids IA			

**CLASSES - SPRING SEMESTER**

**Please remember you must take 30 credits over the course of the year, with a total of 24 credits in business & 6 credits in elective classes.**

We would suggest that you take 15 credits in Fall Semester and 15 credits in Spring Semester,.

	<b>Course Code &amp; Class Title</b>	<b>Level (100-400)</b>	<b>Credits</b>	<b>Brief Description (taken from course catalog)</b>
<b>EXAMPLE</b>	<i>ECO - Macroeconomics Analysis</i>	<i>210</i>	<i>3</i>	<i>An investigation of the economic factors determining the level of national income, prices, unemployment, and the rate of economic growth utilizing a number of different theoretical perspectives.</i>
<b>Business Class 1</b>	BUS - Personal Financial Analysis & Planning	145	4	A study of important personal financial decisions made over an individual's lifetime. This course provides the perspective and tools needed to make intelligent personal financial decisions. The course also challenges students to look at current events affecting personal finance from a public policy perspective, allowing them to develop informed opinions. Topics covered include understanding personal income taxes, buying a home, using credit wisely, and planning for retirement, among others.
<b>Business Class 2</b>	BUS - Principles of Management	275	4	A study of the general principles of management that are applicable to any organisation with an established set of goals and objectives. This course analyses the four major managerial functions of planning, organising, leading, and controlling, and introduces the topics of international management and managerial ethics.
<b>Business Class 3</b>	BUS - Business Law I	315	4	Introduction to law as an agency of control in the business world. Special attention to contracts, agencies, sales, negotiable instruments, and other types of contracts commonly used in the business world.
<b>Business Class 4</b>	BUS/PR Public Relations	205	4	A study of the key concepts and processes of public relations used in corporate, not-for-profit and government organisations. Topics include planning, research, communications/media channels, campaigns, crisis communication and public relations ethics. The historical development of public relations, current affairs, current trends in public relations, and international issues in public relations are also covered.
<b>Elective Class</b>				
<b>Total Spring Credits</b>			<b>16</b>	

--	--	--	--	--

Don't forget that you must aim to achieve a Grade Point Average of 3.0 each semester.

If you attain a GPA off 2.99 or lower during Fall Semester, we will need to bring you home...please work hard and avoid this!

Skipping classes or arriving late for class will reduce your GPA.