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The mission of McKendree University is to provide a high-quality educational experience to outstanding students.

~Responsible Citizenship ~Engagement ~Academic Excellence ~Lifelong Learning~

BUS101 – EXCEL I (1)

An introductory course in Excel. Topics covered: cells and data input, formatting, Excel mathematics, functions, graphs, and filters.

Student Learning Outcomes

Students will:

1. Create, open, and view Excel workbooks independently.
2. Enter and edit data in worksheets using appropriate data types and structures.
3. Modify worksheets and workbooks by adjusting layout, formatting, and structure.
4. Format data and cells to improve readability and presentation quality.
5. Work with cell references, including relative, absolute, and mixed references.
6. Use functions and formulas to perform calculations and automate data analysis.

Course Topics:

1. Excel basics
2. Data entry and management
3. Formatting and presentation
4. Formulas and functions
5. Data analysis and visualization



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BUS102 – EXCEL II (1)

An advanced course in Excel. Topics covered: intermediate and advanced level functions, names and comments, pivot tables, advanced conditional formatting filters, and matrix functions.

Student Learning Outcomes

Students will:

1. Use intermediate-level functions in Microsoft Excel to perform data analysis and problem-solving.
2. Work with defined names and cell comments to enhance workbook organization and clarity.
3. Create and modify PivotTables to summarize, filter, and analyze complex data sets.
4. Apply advanced-level functions (including logical, lookup, and error-handling formulas) to solve analytical problems.
5. Used advanced conditional formatting and filters to identify trends and outliers in data.
6. Apply and manipulate matrix formulas to conduct array-based calculations.

Course Topics:

1. Intermediate functions and data management
2. PivotTables and Data Summarization
3. Advanced functions and formulas
4. Data formatting and filtering techniques
5. Matrix and array formulas



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BUS 303 – Business Law I (3)

An introduction to law, including its foundations, torts, and topics relevant to business. Most of the course is spent studying modern contract law and its effect on business practice.

Student Learning Outcomes

Students will:

1. Understanding and apply basic legal terminology and principles
2. Use legal reasoning to apply laws to real business situations and anticipate legal outcomes
3. Develop critical thinking and analysis skills related to contracts, liability, and constitutional constraints on business

Course Topics:

1. Introduction to Business Law
2. The Court System and Dispute Resolution
3. Tort Law
4. Criminal Law and Business
5. Contracts: Formation and Validity
6. Contracts: Performance, Breach, and Remedies
7. Sales and Lease Contracts
8. Negotiable Instruments
9. Banking and Secured Transactions
10. Ethics and Corporate Accountability



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BUS 304 BUSINESS LAW II (3)

An examination of the law related to accountant's legal liability; negotiable instruments and banking; principal-agent relationship, employment, proprietorship and partnerships; and corporate formation, governance, and LLCs.

Student Learning Outcomes

Students will:

1. Understand and apply key legal terms and principles to business scenarios.
2. Analyze legal issues related to contracts, negotiable instruments, agency relationships, partnerships, corporations, and employment law.
3. Predict outcomes in legal cases using black letter law.
4. Develop group analysis and presentation skills through discussions and case studies.
5. Evaluate the legal environment and its implications for business operations.

Course Topics

1. Contracts
2. Negotiable Instruments
3. Agency Law
4. Employment Law
5. Business Organizations
6. Professional Liability
7. Property Law
8. Intellectual Property



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BUS 305 Legal Aspects of Sport Management (3)

An examination of the law related to practices of sport management. Examples of topics to be included are agency, contracts, antitrust, labor, torts, workers' compensation, and intellectual property. Prerequisite or concurrent enrollment: SPM 320.

Student Learning Outcomes

Students will:

1. Understand the legal issues in sport as applied to both for-profit and nonprofit organizations;
2. Develop students' abilities in evaluating legal and ethical decision making at the sport-organizational level;
3. Examine the unusual legal features of sport organizations; and
4. Utilize a number of legal documents in sport as a source for analysis.
5. Develop a skill set that advances their oral, written and creative communications abilities, as well as their analytical and critical thinking skills
6. Understand professional and ethical obligations in sport management, including global perspectives, diversity, and inclusion

Course Topics

1. Tort law, a study of agency and the origin of modern contract law and its effect on sport management.



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BUS 310 QUANTITATIVE ANALYSIS FOR BUSINESS DECISIONS (3)

A course designed to provide the student with the quantitative tools necessary to make effective business decisions. Areas of study will include statistical and operations research techniques for decision making and predictive modeling. Prerequisite: MTH 170.

Student Learning Outcomes

Students will:

2. Develop analytical, critical thinking, and problem-solving skills relevant to business decision-making.
3. Understand and apply major concepts in the functional areas of business.
4. Demonstrate knowledge and skills in business-related quantitative techniques.
5. Apply critical thought to assess the business environment.
6. Conduct economic and financial analysis to support professional decision-making.
7. Perform and communicate econometric analyses.
8. Make informed decisions regarding the presentation and interpretation of financial data.

Course Topics

1. Introduction to Quantitative Analysis
2. Probability and Probability Distributions
3. Decision Analysis
4. Forecasting and Time Series Analysis
5. Project Scheduling
6. Inventory Models
7. Waiting Line Models



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BUS 324 BUSINESS ETHICS AND CORPORATE SOCIAL RESPONSIBILITY (W) (3)

This course addresses the importance of ethical considerations in business decisions. Topics include schools of ethical thought, the impact of competing stakeholder groups, and the creation of an ethics enforcement systems. Students will refine their personal ethical standards and learn to apply ethical decision models to the resolution of business dilemmas. Prerequisite: MGT 204, MKT 205, or instructor consent.

Student Learning Outcomes

Students will:

1. Understand your value and develop a personal code of ethic.
2. Understand the importance of ethical decision making in the workforce.
3. Critically analyze yourself and others in an ethical framework.
4. Analyze the impact of Social Responsibility in cultural and business dealings.
5. Evaluate different ethical theories in terms of their impact on life and business decisions.

Course Topics

1. Ethics
2. Ethical decision-making
3. Self-analysis
4. Self-value analysis
5. Ethical Frameworks



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BUS 330 PROJECT MANAGEMENT (3)

This course develops the competencies and skills for planning and controlling projects and understanding interpersonal issues that drive successful project outcomes. Focusing on the introduction of new products and processes, students will examine the project management life cycle, define project parameters, identify and analyze matrix management challenges, gain effective project management tools and techniques, and understand the role of a project manager.

Student Learning Outcomes

Students will:

1. Construct a project scope statement and assess project priorities.
2. Create a work breakdown structure and responsibility matrix.
3. Develop a project network schedule, including identifying the critical path.
4. Analyze the impact of resource constraints on project planning.
5. Develop strategies to expedite project completion.
6. Managing project stakeholders effectively.
7. Interpret project performance indices to assess progress.
8. Plan and manage the project close-out phase.

Course Topics

1. Project Management
2. Project Planning and Scheduling
3. Resource Management
4. Risk Management
5. Project Monitoring and Control
6. Project Close-Out



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BUS 350 BASIC PROGRAMMING FOR BUSINESS AND CYBER DEFENSE (3)

This course develops the awareness and skills associated with programming languages used by businesses and industries to automate cybersecurity and business processes. The knowledge learned in this course will prepare students to understand how novel programming languages and low code software development are used in business to automate manual processes to provide secure real-time results with limited human intervention. Students will gain a basic understanding of the use of Python, Bash, Power Shell, and Robot Process Automation.

Student Learning Outcomes

Students will:

1. Understand the fundamentals of basic low-code programming and its applications in business and cybersecurity.
2. Automate repetitive administrative tasks to enhance efficiency and accuracy.
3. Identify and evaluate various low-code tools, such as Python, RDP, and PowerShell, for specific business use cases.
4. Create and implement simple automation processes using low-code programming.
5. Develop critical thinking and problem-solving skills through hands-on projects and coding demonstrations.

Course Topics

1. Introduction to Basic Low-Code Programming
2. Low-Code Tools and Platform
3. Steps in Low-Code Programming
4. Business Use Cases
5. Coding Practices and Applications



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BUS 410 MANAGEMENT INFORMATION SYSTEMS (3)

Provides an overview of management information systems. MIS explores the structure of information systems needed to support routine processes and major organizational functions, and to make informed management decisions. It emphasizes the digital integration of the firm through enterprise applications, i.e., supply chain management, customer relations, enterprise systems, and the development of knowledge. Prerequisite: MGT 204, BUS 350, CSI 120 or CSI 132 or equivalent.

Student Learning Outcomes

Students will:

1. Understand the role of information technology (IT) in strategic business planning.
2. Demonstrate an awareness of enterprise resource planning (ERP) systems and their impact on business operations.
3. Assess key metrics associated with system development projects and IT operations.
4. Analyze the influence of government regulations on business processes and IT systems.
5. Evaluate the systems development life cycle (SDLC) and its management processes.

Course Topics

1. Information Technology and Competitive Advantage
2. Enterprise Resource Planning (ERP) Systems
3. Systems Development Life Cycle (SDLC)
4. IT Operations
5. Regulation and Compliance
6. Digital Integration and Enterprise Applications



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BUS 450 Business Strategy and Policy (3)

A capstone course designed to further develop the business student's decision-making ability through the use of case studies, exercises, and simulations. Students are asked to identify problems, develop alternative solutions, and present the results.

Prerequisites: Completion of the Business Core and senior standing or instructor consent.

Student Learning Outcomes

Students will:

1. Formulate corporate, business, and functional level strategies.
2. Implement corporate, business, and functional level strategies.
3. Appraise business risks and strategy effectiveness.
4. Illustrate the overall interaction and impact of various parts of a business on one another.
5. Evaluate the importance of aligning decision making across departments/functions.

Course Topics

1. Case studies
2. Exercises
3. Simulations
4. Students will identify problems, develop alternatives, and present results.