

4646. Information Resources in Business. 3 hours. Information resources, methods and services to meet access needs of business as a discipline and in practice. Characteristics of information services to a specific, diverse user community. Introduction to and development of print and electronic forms of information relevant to the business community's information needs. Prerequisite(s): SLIS 4600 or consent of school.

4685. Information Resources in Culturally Diverse Communities. 3 hours. Information resources, methods and services to meet access needs of ethnic cultural minorities. Issues in the provision of information services to ethnic cultural minority communities. Study of the needs and cultural milieu of these communities. Materials and methods for serving these groups.

4710. Introduction to Information Technology. 3 hours. Basic concepts of information and its role in an information society. Includes mechanisms of information processing, information transfer, and applications of computers and other information tools in various disciplines and fields.

4720. Multi-Media Production. 3 hours. Non-book resources and services in different kinds of libraries and information/media centers. Includes preparation and organization of materials, instructional design and materials production, and the use and maintenance of related equipment. Supervised laboratory experience. Prerequisite(s): SLIS 4000 or consent of school.

4900-4910. Special Problems. 1-3 hours each. Supervised individual or small-group study of special problems or topics not otherwise covered by regular course offerings. Prerequisite(s): consent of instructor and dean of school. May be repeated for credit as topics vary.

4960-4970. Information Science Institute/Seminar. 1-6 hours each. Special institute courses and seminars. Prerequisite(s): consent of school. May be repeated for credit as topics vary.

Linguistics

see English

Logistics and Supply Chain Management

see Marketing

Management

Management, MGMT

3330. Communicating in Business. 3 hours. Development of interpersonal business communication skills in the following areas: group communication, written communication (collaborative writing and business letters, memorandums and reports), oral communication (business presentations, meetings and interviews), and listening. The following topics are also addressed: international communication and electronic communication technology. *Satisfies the Communication requirement of the University Core Curriculum.*

3720. Organizational Behavior. 3 hours. Individual behavior in formal organizations. Cases, lectures and experiential exercises in organizational culture, motivation, leadership, dynamics of power, perception and attribution, communication, decision making and performance, and individual differences.

3820. Management Concepts. 3 hours. Management philosophy; planning, organizing and controlling; entrepreneurial processes; organizational performance; structure and design. Includes an overview of organization theory and strategic management.

3830. Operations Management. 3 hours. Management of production emphasizing industrial enterprises; production objectives; design and improvement of processes, work methods, and physical facilities; use of measurements and standards; production planning and control; quality control; budgetary and cost control; materials management. Prerequisite(s): DSCI 2710.

3850. Entrepreneurship. 3 hours. Initiation of new ventures and approaches to growth of existing firms through opportunity recognition, innovation and change. Emphasizes developing effective entrepreneurial skills and behaviors. Includes preparation of a comprehensive business plan. Open to non-business majors.

3860. Human Resource Management. 3 hours. An introduction to personnel management. Topics include employment, placement and personnel planning, training and development; compensation and benefits; health, safety and security; and employee and labor relations. Open to non-business majors.

3870. Management Research Methods. 3 hours. Develops skills in management research methods necessary for problem-solving success. Particular emphasis is given to applying theory to management decision making based on objective methods for solving problems in organizational behavior, human resource management, entrepreneurship and operations. Prerequisite(s): DSCI 2710 or equivalent and completion of all pre-business courses.

3880. Business Ethics and Social Responsibility. 3 hours. A study of ethical behaviors crucial to personal and corporate success in organizations. Codes of ethics, theoretical models and managerial behavior serve as the foundation to investigate ethics and, in turn, social responsibility associated with firm theory. Various stakeholder interest and demands are analyzed as an important theme during the course.

4170. Employee and Labor Relations. 3 hours. Employee-employer relationships; problems and theories of the bargaining process.

4180. Workplace Health and Safety. 3 hours. Problems of occupational safety and health (OSHA workers' compensation, unemployment compensation, industrial security and environmental risk management. Open to non-business majors.

4200. Strategic Processes. 3 hours. Study of the context and concepts of strategic decision making. Topics include strategic leadership, corporate governance, international influences on strategic decisions, and strategic risk management. Prerequisite(s): senior standing.

4210. E-Management: Managing in a Digital Economy. 3 hours. Deals with the “why” and “how” of the changing face of management. Focuses on what managers do to maintain and enhance their firm’s competitive position in the era of e-commerce. Examines and evaluates some of the more critical issues associated with analyzing the environment, designing organizations and managing people to deal with the challenges that emerge in the new business environment. Prerequisite(s): MGMT 3820 or MGMT 3850 with a grade of C or better, or consent of department.

4220. Field Study in Entrepreneurship. 3 hours. Course provides students with hands-on opportunities to apply business concepts. Students may work to develop strategic plans, comprehensive business plans, feasibility analysis or funding proposals. In addition, students apply business principles of entrepreneurship to problems related to opportunity analysis, capital funds acquisition, managerial issues and other business requirements such as new product development or planning expansion. Prerequisite(s): MGMT 3330, 3720, 3850, MKTG 3650, FINA 3770 and DSCI 3710 or consent of department.

4300. Recruitment, Selection and Placement. 3 hours. Recruitment, selection and placement of employees in an organization. Test validation and other selection techniques relative to EEO, ADA and AAP laws. Recruiting, selecting and placing a culturally diverse work force.

4330. Administrative Communication. 3 hours. Development of administrative communication skills including factors affecting the communication process and its effects on specific organizational/personnel situations. Topics include organizational communication, interviewing (selection, disciplinary, counseling, orientation and exit), policy manuals, communication audit tools, gender-related communication differences and electronic communication media. Prerequisite(s): MGMT 3330 or equivalent experience and consent of department.

4350. Training and Development. 3 hours. Practical and theoretical approaches to the training and development of employees in an organization. Topics include organization, role and scope of the T and D function, philosophies; strategies and needs analysis; development of program content, methods, materials and techniques, and evaluation and control of the training and development function.

4400. Managing Interpersonal Relationships. 3 hours. A practical and theoretical course dealing with small group behavior. Emphasis is on identifying and classifying behavior to better understand it and to develop strategies for effectively managing interpersonal and group relationships. Exercises and role playing are used to illustrate major points.

4460. Topics in Organizational Behavior. 3 hours. Study of individual and group behavior in organizations. Representative topics include employee motivation, leadership, organizational power and politics, decision making and performance, organizational culture, perception and attribution, and individual differences. Students study one or more of these topics in depth. Prerequisite(s): MGMT 3720 or consent of instructor. May be repeated for credit as topics vary.

4470. Leadership. 3 hours. An in-depth course on leadership. Students are provided practical tools and methods of leadership that will apply to a variety of organizational structures. Students gain insights about their own personalities, skills, ethics, values and beliefs as they relate to leading others, and have the opportunity to discuss and debate a number of leadership topics.

4660. International Management Perspectives. 3 hours. A comprehensive framework is used to study the management of multinational operations in cross-cultural environments with a focus on the decisions that managers must make. Topics include strategic planning, organization, human resources, operations management, entrepreneurship and ethics.

4800. Internship. 3 hours. Supervised work in a job related to student’s career objective. Prerequisite(s): student must meet the employer’s requirements and have consent of adviser.

4810. Purchasing and Materials Management. 3 hours. From original planning through delivery of finished products; purchasing, inventory control, receiving, stores, production control, traffic and materials handling.

4820. Manufacturing Planning and Control. 3 hours. In-depth coverage of the function of production planning and control, including such topics as materials requirements planning, capacity planning, master production scheduling, forecasting, production activity planning, and control and project management. Prerequisite(s): MGMT 3830.

4830. Productivity and Quality Management. 3 hours. Coverage of the topics related to quality science and quality improvement. Topics include acceptance sampling, TQM, process control and their impact on productivity. Prerequisite(s): MGMT 3830.

4840. Compensation and Benefits Administration. 3 hours. Wage and salary administration in public and private organizations; determinants of general wage and salary levels and structures; total compensation systems; interrelationship among employee performance, intrinsic and extrinsic rewards, perceived equitable payments, and employee satisfaction. Open to non-business majors.

4860. Organizational Design and Change. 3 hours. Organizational design is a primary management tool for organizing business processes and developing organizational capabilities. The course focuses on developing an understanding of the basics of organizational design, how to utilize organizational design principles to manage change, and how to keep the design aligned with the needs of the firm and the demands to which it must respond. The design and development effort includes study of organizational structures, the basic work patterns of the organization, organizational cultures, managerial roles, and the use of teams.

4880. Management of Projects and Systems. 3 hours. Investigation and study of the role of projects in contemporary organizations. Includes a presentation of the technical aspects pertaining to the management of complex projects and systems starting with conceptual design and advanced development, and continuing through detailed design, production and termination. Emphasis is placed on integrative concepts rather than isolated methodologies. Prerequisite(s): MGMT 3830.

4890. Legal Aspects of Employment Practices. 3 hours. Current legislation and its impact on human resources policy and practices.

4900–4910. Special Problems. 3 hours each. Supervised study on a selected management topic. Typically requires a research paper and significant independent study. Prerequisite(s): consent of department.