Management

MGMT 201; 202 Introduction to Management I and II Fall & Spring Semesters; 3, 3
*Prerequisites for MGMT 201: ACCT 212, COMM 105, ECON 265, ECON 266, ENGL 102, and MATH 110 with grades of “C” or higher. Prerequisite for MGMT 202: MGMT 201 with a grade of “C” or higher.*

A foundation course in the basic principles and techniques of management. A variety of theories and their application will be explored in the planning, organizing, leading, and controlling functions of management. Students will be required to perform a variety of written and oral projects using a variety of information search skills. Both individual and small group projects will be required.

**MGMT 330 Principles of Management Offered through External Degree only; 3**
The art and science of managing and accomplishing organizational goals through the cooperation of other people. Functions of manager, principles of management, decision-making, and analysis of problems central to management.

**MGMT 333 Personnel Management Spring Semester; 3**
*Prerequisites: MGMT 201;202 with a grade of “C” or higher.*
The principles, methods, and practices of administering a personnel program for the business organization.

**MGMT 338 Advanced Human Resources – Part 1 1**
*Prerequisite: MGMT 333 with a grade of “C” or higher.*
This course must be taken as, or concurrent with, the first emphasis area course. Environmental trends relevant to the management of the business organization’s human resources. The role of Human Resources (HR) and the HR Department in the larger organization. Current competitive strategies such as quality, the learning organization, etc., and their application to the HR department. Theories of motivation and leadership, and the role HR should play in their usage by the management of the business organization.

**MGMT 345 Essential Supervisory Techniques Available only through the SGPS; 3**
This course is designed to prepare present and future managers to work in today’s very competitive business environment. Supervisors must expand their scope of knowledge not only on how to manage people, but also on how to manage to bring about results consistent with organizational goals and objectives. This course will cover all the vital aspects of supervision through lecture, class discussions and case studies.

**MGMT 352 Employee Selection 2**
*Prerequisite: MGMT 333 with a grade of “C” or higher.* Job Analysis sources and methods. Job descriptions. Job design methods for a variety of job types. Design and implementation of Equal Employment Opportunity (EEO) and Affirmative Action (AA) programs, including calculation of relevant disparate treatment and impact data. Recruitment sources and methods, including recruitment of special populations. Selection methods and their correct usage, including an overview of the establishment of reliability and validity. Statistical analysis of selection instruments as predictor measures. Historical and current interpretation of relevant laws and regulations. Examination of course topics relative to international HR.

**MGMT 354 Performance Appraisal 2**
*Prerequisite: MGMT 333 with a grade of “C” or higher.* Rating sources of performance data. Methods for collecting performance appraisal data from both individuals and teams. Training of managers to avoid rating errors, and to provide performance feedback. Progressive discipline systems and terminations. Linkage of performance appraisal to reward and training systems. Statistical analysis of performance appraisal instruments as criterion measures. Historical and current
interpretation of relevant laws and regulations. Examination of course topics relative to international HR.

**MGMT 355 Negotiation Strategies for Business Fall Semester, odd years; 3**

*Prerequisites: MGMT 202, MKTG 210 with grades of “C” or higher.* Theory and technique in the type of negotiations likely to take place in the business environment. Labor relations, collective bargaining, third-party arbitration, business contracts, and selling.

**MGMT 356 Workplace Training Fall Semester, even years; 2**

*Prerequisite: MGMT 333 with a grade of “C” or higher.* Needs analysis. Development of learning objectives. Selection of media and methods of delivery. Writing and production of training materials. Conduct of a variety of types of training, which may include, but not be limited to, orientation, team development, multi-cultural diversity, literacy, basic skills, or interpersonal skills. Evaluation, including methods and statistical analysis of results. Historical and current interpretation of relevant laws and regulations. Examination of course topics relative to international HR.

**MGMT 358 Adult Career Development Fall Semester, even years; 1**

*Prerequisite: MGMT 333 with a grade of “C” or higher.* Theories of adult career and personality development. Commonly used assessment instruments. Design and administration of career and professional development programs. Linkage of career and professional programs to Performance Appraisal and Training systems. Evaluation of career and professional programs.

**MGMT 362 Labor Relations Spring Semester, odd years; 2**

*Prerequisite: MGMT 333 with a grade of “C” or higher.* Coverage of both public and private sector labor relations. Historical foundations of Unions. Unionizing campaigns, including union and management tactics. Collective bargaining, general negotiations tactics, and dispute resolution. Contract administration from both the union and management’s perspective. The Grievance process. Fair and unfair labor and management labor practices. General employment policies and practices, including the design of Employee Policy Handbooks. Employee rights and the development of due process/appeals systems. Historical and current interpretation of relevant laws and regulations. Examination of course topics relative to international HR.

**MGMT 364 Compensation & Benefits Fall Semester, odd years; 2**

*Prerequisite: MGMT 333 with a grade of “C” or higher.* Economic factors affecting compensation and benefit levels. Organizational compensation philosophy, strategy, and policy. Job analysis and job evaluation methods. Job pricing, pay structures and grades. Compensation programs used in both the public and private sector. Required, common, and progressive benefits. Administration of compensation and benefit programs, including tax and accounting issues. Historical and current interpretation of relevant laws and regulations. Examination of course topics relative to international HR.

**MGMT 366 Health, Safety, and Security Fall Semester, odd years; 2**

*Prerequisite: MGMT 333 with a grade of “C” or higher.* Health, safety, and security issues and practices by job and industry type. Health, safety, and security issues for special populations. OSHA regulations and enforcement practices. Historical and current interpretation of relevant laws and regulations. Examination of course topics relative to international HR.

**MGMT 438 Advanced Human Resources – Part II Spring Semester; 1**

*Prerequisite: MGMT 333 with a grade of “C” or higher.* For Traditional students, this course must be taken as the final, or concurrent with the final, emphasis area course. Organizational design and development, particularly in relation to the human resources of the organization. HR planning and its linkage to organizational strategic planning. Revisititation of current competitive strategies with a focus on how the HR Department can facilitate the movement of the organization toward
their achievement. Design and implementation of Organization Development (OD) and employee involvement interventions. Budgeting, control, and measurement of the HR process.

**MGMT 440 Nonprofit Management**
Offered as needed; 3
*Prerequisites: MGMT 201; 202 with a grade of “C” or higher.* The study of nonprofit organizations from a management perspective. Topics include organization structure, professional interrelationships, financial development, and regulatory factors. Current case studies are used to provide the student with a practical knowledge of decision making in the nonprofit environment.

**MGMT 445 Managing Compensations Systems**
**MGMT 445P Managing Compensations Systems (Project Option)**
Available only through the SGPS; 2
Basic concepts of compensations systems. The foundation of wage and salary programs, methods of job evaluation, building wage and salary structures, and the legal constraints on compensation programs. Business Administration majors who choose the project option complete additional project work across the course in any one track that is equivalent to the work required in the Guided Independent Research Project.

**MGMT 446 Labor Policy and Employee Involvement**
**MGMT 446P Labor Policy and Employee Involvement (Project Option)**
Available only through the SGPS; 2
Analysis of the concepts and principles of union-management relationships. Historical, economic, social, and behavioral dynamics of union and management interactions in various settings. Business Administration majors who choose the project option complete additional project work across the course in any one track that is equivalent to the work required in the Guided Independent Research Project.

**MGMT 447 Managing Performance**
**MGMT 447P Managing Performance (Project Option)**
Available only through the SGPS; 2
Focus on the function and design of performance improvement systems as tools of professional development, coaching and counseling, merit-compensation determinations, and goal implementation. Examine alternative methods of performance improvement systems. Oriented to the role of the HR/Personnel practitioner. Business Administration majors who choose the project option complete additional project work across the course in any one track that is equivalent to the work required in the Guided Independent Research Project.

**MGMT 448 Strategic Human Resources**
**MGMT 448P Strategic Human Resources (Project Option)**
Available only through the SGPS; 3
Develop an understanding of the environmental, organizational, and economic forces affecting employee-management relations. Acquaint students with the philosophies, policies, and functions of effective human resource systems. Develop an awareness of the HR role in terms of the total organization. Begin to develop an awareness of the functional areas of HR: selection, employee evaluation, staffing, planning, compensation, EEO, training, job analysis, safety, security, and health. Business Administration majors who choose the project option complete additional project work across the course in any one track that is equivalent to the work required in the Guided Independent Research Project.

**MGMT 450 Advanced Management**
Fall Semester, even years; 3
*Prerequisites: MGMT 202 with a grade of “C” or higher.* An in-depth study of the latest theories and practices in management. This course builds on the general survey knowledge of management acquired in Introduction to Management I and II. However, the focus on a selected number of the latest management theories allows the student to develop actual skills in the use of these theories. Such in-depth knowledge will allow the student to more easily acquire, and be successful in a management position in today’s business world.
MGMT 465 Small Business Management
MGMT 465P Small Business Management (Project Option) Available only through the SGPS; 2
Course will provide a foundation for small business theory and practice. This course is designed to aid the potential or actual small business entrepreneur in acquiring the tools, both academic and practical, to build and manage a small business enterprise. Business Administration majors who choose the project option complete additional project work across the course in any one track that is equivalent to the work required in the Guided Independent Research Project.

MGMT 466 Project Management
MGMT 466P Project Management (Project Option) Available only through the SGPS; 2
Prerequisite: FNCE 467 or FNCE 467P. Project management for the small business person will explore the process of obtaining, deploying, and utilizing a variety of essential resources in support of starting or expanding a new or existing entrepreneurial venture. This course will give the entrepreneur or potential entrepreneur the management tools needed to start a new business venture or to expand a present business venture. Business Administration majors who choose the project option complete additional project work across the course in any one track that is equivalent to the work required in the Guided Independent Research Project.

MGMT 468 Development of a Business Plan for Small Business
MGMT 468P Development of a Business Plan for Small Business (Project Option) Available only through the SGPS; 2
Prerequisite: MGMT 466 or MGMT 466P. In this course students will develop a business plan for their own small business. The content of this plan will be what bankers, venture capitalists, and investors expect to see so that a valued judgment can be made concerning the viability of the venture. The ideal length of this business plan will be approximately 50 pages in length, depending on the need for detail. Business Administration majors who choose the project option complete additional project work across the course in any one track that is equivalent to the work required in the Guided Independent Research Project.

MGMT 482 Small Business Development Spring Semester, even years; 3
Prerequisites: ACCT 212, BUAD 376, and MGMT 202 with grades of “C” or higher. The study of individuals and organizations undertaking entrepreneurship. Topics include initiating a business concept, organizing the business entity, operational challenges and continuing growth and development combining many different business disciplines. Students are required to prepare a complete a comprehensive business plan.

MGMT 485 Business Strategy and Policy Spring Semester; 3
Prerequisite: Must be within one semester of completing all business courses. The case method is used to analyze policies, problems, and strategy formulation of the functional areas of the organization.

MGMT 490 Business Strategy Available only through the SGPS; 3
Prerequisite: Must have completed 28 credit hours of the business administration core curriculum. The case method is used to analyze how and why business policy is made. In addition, factors both internal and external to the business organization, that cause business policy to change will be discussed, both individually and in groups. Students must draw from their previous classes and work experience to solve complex business issues and to create a business policy as a solution.

MGMT 494 Selected Topics in Management Offered as needed; 1-3
A current advanced topic in management will be explored.

MGMT 495 Independent Study in Management Offered as needed; 1-3
A current advanced topic in management will be explored.

MGMT 540 Operations Management 3
Prerequisites: Undergraduate course in Probability and Statistics (MATH 110 in traditional program) with grade of “B” or higher. This course introduces students to the systematic direction and control of the processes that transform inputs into finished goods or services and provides a process-oriented understanding of operations. Students learn about the concepts and analytic methods that are useful in understanding the management of a firm’s operations. Topics include product and process development, supply chain management, the relation of operations strategy to product and service design and to business strategy, and total quality management.

MGMT 621 Group Behavior and Team-building 3
This course introduces theories and techniques for assessing group behavior and building teams. Students learn to identify temperaments and how they interact in a team setting, use models of team development to diagnose team growth, acquire a basic knowledge of group facilitation techniques, manage conflict within a group, and learn where use of teams is appropriate. Topics include lateral and vertical leadership, team building and performance, and team leadership.

MGMT 622 Developing Ethical Leadership 3
The basic premise of this course is that effective leaders create conditions that enable organization members to be maximally effective in their roles and that lead them to act in the organization’s best interests. The purpose of this course is to develop students’ effectiveness as leaders by 1 introducing them to frameworks that are useful for diagnosing problems involving human behavior and 2 helping them learn how to exercise leadership to solve those problems’ from managing the motivation and performance of individuals and teams to leading at the executive level and 3 developing ethical approaches to problem solving.

MGMT 630 Managing Human Capital 3
This course explores current issues relative to managing the human resources of the organization and issues of organizational structure as they impact those human resources. As the economy has moved from product based to information and service based the human resources or capital of the firm have taken on increased importance. However, an information and service economy introduce issues relative to human resources and structure that have never been dealt with before. Some of these issues include outsourcing and temporary employees, virtual organizations, the need for employees to adapt to constant change, the need for organizations to create a culture of innovation, unprecedented demands by employees for organizational recognition of personal and family issues, and the need for the organization to adapt to many cultures even within the U.S.

MGMT 689 Strategic Management 3
This course introduces the student to strategy development. Highlights how to analyze a firm’s operating environment and how to sustain a competitive advantage. Students will master various analytical tools to perform in-dept analyses of competitors and industries, predict competitive behavior, and to better position their organizations. Highlighted issues include cannibalization, globalization, market entry/exit decisions, and resource allocation.