

## BACHELOR OF APPLIED SCIENCE DEGREE UPPER DIVISION COLLEGE CREDIT COURSE DESCRIPTIONS

### ACG 3083

#### Accounting: Concepts and Practice, 3 credits

This course explores the preparation and use of accounting information. Topics include mathematical procedures related to business decisions; terms and processes associated with the accounting cycle; financial statements for the sole-proprietorship, partnership and corporation; and foundations of managerial accounting. Prerequisites: Upper division standing; ACG 2001 or permission (With advance approval, students who have completed both ACG 2001 and ACG 2011 may substitute an upper division elective for this course.)

### BUL 3320

#### Law and Business, 3 credits

An introduction to the legal setting in which modern business operates; emphasis is on public and regulatory law, basic contract law, the processes of administrative, statutory and common law and interstate commerce issues; includes an overview of the UCC and intellectual property. Prerequisites: Upper division standing.

### BUL 4 \_\_\_\_

#### Contract Formation and Administration, 3 credits

Students will be exposed to the differences in the public and private sector contracting environments. Emphasis will be placed on the fundamentals of contract formation including sealed bidding, negotiations, and best value methods. Students will learn the fundamentals of contract administration including inspection and acceptance, quality control, contract changes, and disputes. Prerequisites: Upper division standing and BUL 3320 or BUL 2241 and BUL 2242.

### BUL 4 \_\_\_\_

#### Acquisition Law Seminar, 3 credits

This course addresses contract law as applicable to formation and administration of contracts with private and governmental agencies, with emphasis on the federal government. The following topics are also included: concepts of responsiveness and responsibility, bidding procedures, mistakes, negotiation procedures, changes, claims and dispute resolution. Students will explore the typical contracting problems that can lead to litigation. Prerequisites: Upper division standing; BUL \_\_\_\_ Contract Formation and Administration.

### FIN 4435

#### Financial & Economic Management, 3 credits

This course addresses the application of contemporary theory and practice in business resource allocation. Topics include: capital budgeting, equity and capital financing, capital management, analysis of financial statements, pricing theory, management of working capital and other topics relevant to the acquisition, financing, and management of business assets and business decision-making. Prerequisite: ACG 3083, ECO 2013 and ECO 2023 or permission.

### GEB 3031

#### Contemporary Business Practices, 3 credits

This course includes an orientation to and examination of opportunities and challenges facing managers in contemporary business organizations. Introduces the competencies of teamwork, communication, creative thinking, adapting to change, decision-making and customer service through application to issues and problems across the general business spectrum. Prerequisites: Upper division standing.

### GEB 3213

#### Business & Administrative Communication, 3 credits

A comprehensive course in effective and efficient communications in the business world; includes preparation of reports, proposals and presentations, technical writing skills, composition of standard business documents including persuasive messages, sales letters, customer service correspondence, instructional memoranda, and policy and procedure development. Prerequisite: ENC 1101 or permission.

### GEB 3434

#### Ethics for Business Leaders, 2 credits

Presents a survey of ethics and value systems and the influence they have on cultural development, along with a comparison of different ethical values and their probable impact in American business. This course focuses on different models of ethical decision making, the role of personal integrity and the need for a personal system of moral and ethical values. Prerequisite: Upper division standing.

### GEB 3930

#### Business Trends and Issues, 3 credits

This special topics course may be offered on an individual or small group seminar basis; students will identify and review a series of current business issues, as well as examine a single issue applicable to general business environments. The course may be repeated as topics change. Prerequisites: Upper division standing.

### GEB 3933

#### Business Research, 1 credit

This seminar-style course, offered in group or individual format, provides an introduction to various references, databases, periodicals, journals and other publications essential to the research of contemporary business issues; also included are methods of accessing resources via the internet, designing search strategies, citing internet resources and evaluating research materials. Prerequisites: Upper division standing.

**GEB 4905****Special Topics: Project Management, 3 credits**

An individual or group course designed to provide students with the opportunity to pursue a special topic(s) in depth; may be repeated as topics change. Prerequisites: Upper division standing and permission.

**GEB 4906****Special Topics: Acquisitions, 3 credits**

An individual or group course designed to provide students with the opportunity to pursue a special topic(s) in depth; may be repeated as topics change. Prerequisite: Upper division standing and permission.

**GEB 4907****Special Topics: Quality Improvement, 3 credits**

An individual or group course designed to provide students with the opportunity to pursue a special topic(s) in depth; may be repeated as topics change. Prerequisite: Upper division standing and permission.

**GEB 4908****Special Topics: Management, 3 credits**

An individual or group course designed to provide students with the opportunity to pursue a special topic(s) in depth; may be repeated as topics change. Prerequisite: Upper division standing and permission.

**GEB 4940****Internship: Business, 3 credits**

An individualized course in supervised work experience; provides the student with supervised, business-related work experience and the opportunity to build upon existing management skills and experience. Prerequisites: Upper division standing and permission of the instructor.

**GEB 4\_\_\_\_\_****Business in a High Technology Environment, 2 credits**

Presents the special challenges and opportunities of managing a high technology firm or a traditional entity operating in the high technology environment; addresses software/information security, recruiting technical personnel, outsourcing, equipment security, updating equipment, telecommuting and similar issues. Prerequisites: GEB 3031.

**MAN 3052****Management Philosophy and Practice, 3 credits**

A comprehensive study of contrasting philosophies of management, current theories of leadership, management and supervision, as well as current trends and issues for business managers; focuses on applications and cases for development of competencies. Prerequisites: Upper division standing,

**MAN 3120****Leadership and Group Dynamics, 3 credits**

An applied leadership course with a focus on case studies, projects and group interaction; includes theoretical background on group dynamics, small group behavior and motivation, power, types of groups, verbal and non-verbal communication skills and teambuilding. Prerequisites: Upper division standing.

**MAN 3310****Issues in Human Resource Management, 3 credits**

Introduces the full range of human resource management functional areas, including recruiting and hiring staff, performance evaluations, employment regulations, discipline and termination, downsizing, compensation and benefits, job analysis, the organized labor setting, equity/diversity issues, and policy design. Approach will focus on current issues and applications. Prerequisite: Upper division standing; MAN 3052 preferred.

**MAN 3330****Employee Staffing & Benefits, 3 credits**

An intermediate level course in employment staffing issues focusing on staffing patterns, organizational structures, job analysis and design, staffing efficiencies, employee assistance programs, staff projection models, and employee services. Prerequisites: MAN 3310.

**MAN 3350****Training and Development, 2 credits**

Covers various staff training and development models, effective workshop techniques, designing and implementing company-wide training and development programs, assessment of training needs, training and development as a benefit and setting development goals; students will design and conduct at least one workshop/training session for fellow students. Prerequisite: GEB 3213.

**MAN 3\_\_\_\_\_****Project Management, 3 credits**

In this introductory Project Management course, students will be exposed to the fundamentals of general project management. This course provides conceptual material on project management techniques appropriate in system/subsystems management. Topics include project management functions, project manager roles and responsibilities, the project life cycle, and conflict resolution. Prerequisites: GEB 3031 or MAN 3052.

**MAN 3\_\_\_\_\_****Acquisition Management, 3 credits**

Students will be exposed to the fundamentals of government acquisitions. This course provides conceptual material on government acquisitions, to include program planning, execution, and control. Students will be introduced to the elements of program risk and learn risk management techniques. The systems engineering process will be emphasized to include work-breakdown structures, cost-benefit analysis, and scheduling. Prerequisites: GEB 3031 or MAN 3052.

**MAN 4401****Labor Relations, 2 credits**

This course explores the impact of employee organizations on labor relations, current problems, conflicts and trends and includes the development of managerial approaches to achieve labor-management cooperation. Prerequisites: MAN 3310.

**MAN 4720****Strategic Planning and Management, 3 credits**

This course addresses the integration of organizational functions to achieve competitive advantage and organizational harmony through strategy formulation, implementation and evaluation. Activities include case studies and a strategic planning simulation.

Prerequisite: MAN 3052 or permission.

**MAN 4940****Internship: Management, 3 credits**

An individualized course in supervised work experience; provides the student with supervised, management-related work experience and the opportunity to build upon existing management skills and experience. Prerequisite: Upper division standing and permission of instructor.

**MAN 4942****Contract Negotiations Seminar, 3 credits**

This seminar will refine the negotiation skills of the student through the use of readings, class discussions, case analyses, and practical exercises. Students will be introduced to goals, objectives, and strategies, as well as using appropriate tactics and methods to achieve them. The course will also help students understand the role of communication, power, and personality in the negotiation process and facilitate them assessing their personal abilities and traits as they relate to negotiation. While the course will focus on negotiation of defense-related contracts, the principles covered will apply to the entire range of interpersonal relationships. Prerequisite: Upper division standing; BUL 4\_\_\_ (Contract Formation and Administration).

**MAN 4943****Best-Value Source Selection Seminar, 3 credits**

Focus is on the best-value source selection process. Students will walk through the acquisition cycle. Topics will include acquisition strategy, pre-solicitation activity, preparation for evaluation, initial proposal evaluation, discussions or negotiations, final proposal revision and recommendations and decisions. At the end of this seminar, students will understand their potential. Prerequisites: Upper division standing; MAN \_\_\_ (Acquisition Management).

**MAN 4\_\_\_****Applications Seminar: Acquisitions, 3 credits**

In this seminar, students will have the opportunity to participate in hands-on projects applying the techniques in MAN 3\_\_\_ Acquisitions Management. Emphasis will be on government acquisition management, students will create a work-breakdown structure, a project schedule, and perform a cost-benefit analysis of alternatives. Earned value management will be introduced as a method of program control. Students will also identify potential risk areas and suggest mitigation plans. Prerequisite: MAN 3\_\_\_ Acquisition Management.

**MAN 4\_\_\_****Applications Seminar: Project Management, 3 credits**

This seminar will build on the basic project management skills by introducing the basic tools used by project managers. The student will learn management techniques for project planning, budgeting, scheduling and control techniques, cost estimating and project management software applications. Students will be exposed to the relationship of purchasing and contracting with project management. Prerequisite: MAN 3\_\_\_ Project Management.

**MAN 4\_\_\_****Quality Management, 3 credits**

This course examines the strategic role of quality within an organization, as well as strategic issues involved in managing quality. Topics include assessing customer requirements, developing customer focus and measuring quality performance. Prerequisites: Upper division standing; GEB 3031 or MAN 3052 preferred.

**MAN 4\_\_\_****Quality Certification: ISO 9000, 3 credits**

A comprehensive study of internationally uniform quality standards (ISO 9000 and the steps to individual and organizational certification; includes management responsibility, quality system documentation, contract review, design control, process control, inspection and testing, corrective actions and other certification topics. Prerequisites: MAN 4\_\_\_ Quality Management or permission.

**MAN 4\_\_\_****Logistics Management Seminar, 3 credits**

A special topics course conducted in group or individual format; focus is on the terms, concepts and processes associated with logistics and distribution in the contemporary business environment. Prerequisite: MAN 3\_\_\_ Project Management or MAN 3\_\_\_ Acquisition Management.