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 4333
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.

FIN 4402
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. Both the economic and financial perspectives will be presented. 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
This course uses a case study approach to focus on the significant ethical and legal issues facing today’s business leaders. The theoretical and philosophical background will be presented along with real-life examples of ethics in the workplace. Cases and readings will be used to develop both analysis and application skills in the following areas: corporate and personal decision making, organizational culture and reputation, social responsibility and communication. Prerequisite: Upper division standing; prior coursework in management, human relations or general business is desirable.

GEB 3449
Business Trends and Issues, 3 credits
This course builds on the traditional themes and concepts of the general business area through specialized readings on trends and issues facing today’s business and industry leaders. Students will read opinion pieces by noted in-field experts, as well as conduct basic research on contemporary issues such as information and workplace security, diversity in the workplace, outsourcing functions/services and global competition, with an eye to improving business operations. 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 4454 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 and MAN 3052 recommended, but not required.

**GEB 4930 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 4931 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 4932 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 4933 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.

**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 across all business functions and units; emphasis is placed on the cross-functional aspects of management, as well as the manager's need for a general business perspective. Prerequisites: Upper division standing. Concurrent or prior enrollment in GEB 3031 is recommended.

**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. Emphasis will be placed on sociological and psychological dimensions of inter-group relations, including analysis and problem-solving through simulations, cases and similar activities which reflect a general business perspective, as well as leadership and group dynamics across a variety of business units/functions. Prerequisites: Upper division standing; GEB 3031 and MAN 3052 recommended, but not required.

**MAN 3320 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, 2 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 3583 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. Emphasis will be placed on project oversight issues across the various business units and functions. Prerequisites: GEB 3031 or MAN 3052.

**MAN 3574 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 4520
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: MAN 3572 or MAN 3052 preferred.

MAN 4555
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 4520 or permission.

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. Topics include change theory, decision-making, planning models, and strategic planning processes as applied in a variety of business settings, units, and functions. Prerequisite: GEB 3031 and MAN 3052 or permission.

MAN 4930
Applications Seminar: Acquisitions, 3 credits
In this seminar, students will have the opportunity to participate in hands-on projects applying the techniques in MAN 3572 (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 3572.

MAN 4931
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 3583.

MAN 4932
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 4321.

MAN 4933
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, preparation for evaluation, initial proposal evaluation, discussions or negotiations, final proposal revision and recommendations and decisions. Prerequisites: Upper division standing; MAN 3572.

MAN 4934
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 3583 or MAN 3572.

MAN 4941
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.

NUR 3067
Health Assessment Laboratory, 3 credits, 90 lab. (Offered Spring)
In this course emphasis is placed on the application of the nursing process with students performing health assessments for clients throughout the life cycle. The course is designed to enable the student to acquire skills and knowledge necessary for history taking and physical assessment.

NUR 4990
Introduction to Critical Care Nursing, 3 credits, 45 lec. (Offered Spring)
This course examines the needs of the critically ill client. As part of the human experience, the integrity of the individual and family may be disrupted by a critical illness. During such time, the critical care nurse assists the individual and family to restore life processes to a state of dynamic equilibrium. This course emphasizes the involvement through use of scientific rationale and application of the nursing process in providing care to the individual client and family. Critical care concepts and skills for promoting client and family well-being are stressed.

NOTE: Course descriptions for those cooperative BSN classes that are offered through the University of West Florida are available online at: http://uwf.edu/catalog/nur.htm