

# UPPER DIVISION COLLEGE CREDIT COURSE DESCRIPTIONS



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**ACG 3083**  
**Accounting: Concepts and Practice,**  
**3 credits**  
**(Fall, Spring, Summer)**

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. Prerequisite: Upper division standing and GEB 3031 or permission. ACG 2001 is strongly recommended. (With advance approval, students who have completed both ACG 2001 and ACG 2011 may substitute an upper division elective for this course.)

**ACG 4901**  
**Independent Study – Accounting,**  
**1 credit**  
**(Offered as needed)**

A defined independent study which is pursued under direct supervision of a faculty member and recorded through departmental procedures. Designed to provide an in depth exploration of a special or advanced management topic, usually in conjunction with another upper division course or an approved lower division course. Activities include targeted readings and research, as well as a final project or portfolio. Departmental approval is required. Prerequisite: Upper division standing and permission

**BUL 3320**  
**Law and Business,**  
**3 credits**  
**(Fall, Spring, Summer)**

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. Prerequisite: Upper division standing.

**BUL 4333**  
**Contract Formation and**  
**Administration,**  
**3 credits**  
**(Fall, Spring, Summer)**

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. Prerequisite: Upper division standing and BUL 3320 or BUL 2241 and BUL 2242.

**BUL 4931**  
**Acquisition Law Seminar,**  
**3 credits**  
**(Fall, Spring, Summer)**

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. Prerequisite: Upper division standing and BUL 4333.

**FIN 4402**  
**Financial & Economic Management,**  
**3 credits**  
**(Fall, Spring)**

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: Upper division standing and ACG 3083; or upper division standing and ACG 2001 and ACG 2011; or upper division standing and ECO 2013 or ECO 2023, ECO 2013 or ECO 2023 is strongly recommended. (With advance approval, students who have completed both ECO 2013 and ECO 2023 may substitute an upper division elective for this course.)

**GEB 3031**  
**Contemporary Business Practices,**  
**3 credits**  
**(Fall, Spring, Summer)**

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. Prerequisite: Upper division standing.

**GEB 3213**  
**Business & Administrative**  
**Communication,**  
**3 credits**  
**(Fall, Spring, Summer)**

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: Upper division standing and ENC 1101 or permission.

**GEB 3434**  
**Ethics for Business Leaders,**  
**2 credits**  
**(Fall, Spring, Summer)**

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 social reporting, customer relations, employee relations, financial reporting, technology, privacy/confidentiality and communications. Prerequisite: Upper division standing; prior coursework in management, human relations or general business is desirable.

**GEB 3444**  
**Business Trends and Issues,**  
**3 credits**  
**(Fall, Spring, Summer)**

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. Prerequisite: Upper division standing.

**GEB 3930**  
**Business Project and Acquisitions**  
**Terms and Concepts,**  
**1 credit**  
**(Fall, Spring, Summer)**

Students will apply specialized terminology of project and acquisitions management in various communication venues including short written documents and summary analyses. Emphasis will be placed upon the latest terms, abbreviations and jargon applicable to the field: students will research selected terms and concepts in various contemporary periodicals and publications. Prerequisite: Upper division standing.

**GEB 3933**  
**Business Research,**  
**1 credit**  
**(Fall, Spring, Summer)**

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. Prerequisite: Upper division standing.

**GEB 4454**  
**Business in a High Technology**  
**Environment,**  
**3 credits**  
**(Fall, Spring, Summer)**

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. Prerequisite: Upper division standing and GEB 3031.

**GEB 4901**  
**Independent Study – Business**  
**Administration,**  
**1 credit**  
**(Offered as needed)**

A defined independent study which is pursued under direct supervision of a faculty member and recorded through departmental procedures. Designed to provide an in depth exploration of a special or advanced business administration topic, usually in conjunction with another upper division course or an approved lower division course. Activities include targeted readings and research, as well as a final project or portfolio. Departmental approval is required.

**GEB 4930**  
**Special Topics: Project Management,**  
**3 credits**  
**(Offered as needed)**

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 4931**  
**Special Topics: Acquisitions,**  
**3 credits**  
**(Offered as needed)**

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**  
**(Offered as needed)**

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**  
**(Offered as needed)**

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 4934**  
**Special Topics: Business**  
**Administration,**  
**3 credits**  
**(Offered as needed)**

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

**GEB 4941**  
**Internship: Business,**  
**3 credits**  
**(Fall, Spring, Summer)**

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. Prerequisite: Upper division standing and permission of the instructor.

**MAN 3052**  
**Management Philosophy and Practice,**  
**3 credits**  
**(Fall, Spring, Summer)**

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. Prerequisite: Upper division standing. Concurrent or prior enrollment in GEB 3031 is recommended.

**MAN 3120**  
**Leadership and Group Dynamics,**  
**3 credits**  
**(Fall, Spring, Summer)**

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 team-building. 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. Prerequisite: Upper division standing; GEB 3031 and MAN 3052 recommended, but not required.

**MAN 3310**  
**Issues in Human Resource**  
**Management,**  
**3 credits**  
**(Fall, Spring, Summer)**

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 3320**  
**Employee Staffing & Benefits,**  
**2 credits**  
**(Spring)**

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. Prerequisite: Upper division standing and MAN 3310.

**MAN 3350**  
**Training and Development,**  
**2 credits**  
**(Fall, Spring, Summer)**

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: Upper division standing and GEB 3213.

**MAN 3574**  
**Acquisition Management,**  
**3 credits**  
**(Spring, Summer)**

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. Prerequisite: Upper division standing and GEB 3031 or MAN 3052.

**MAN 3583**  
**Project Management,**  
**3 credits**  
**(Fall, Spring, Summer)**

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. Prerequisite: Upper division standing and GEB 3031 or MAN 3052.

**MAN 4401**  
**Labor Relations,**  
**2 credits**  
**(Fall, Spring, Summer)**

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. Prerequisite: Upper division standing and MAN 3310.

**MAN 4520**  
**Quality Management,**  
**3 credits**  
**(Fall, Spring, Summer)**

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. Prerequisite: Upper division standing; GEB 3031 or MAN 3052 preferred.

**MAN 4555**  
**Quality Certification: ISO 9000,**  
**3 credits**  
**(Fall, Spring, Summer)**

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. Prerequisite: Upper division standing and MAN 4520 or permission.

**MAN 4720**  
**Strategic Planning and Management,**  
**3 credits**  
**(Fall, Spring, Summer)**

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: Upper division standing and GEB 3031 and MAN 3052 or permission.

**MAN 4901**  
**Independent Study – Management,**  
**1 credit**  
**(Offered as needed)**

A defined independent study which is pursued under direct supervision of a faculty member and recorded through departmental procedures. Designed to provide an in depth exploration of a special or advanced management topic, usually in conjunction with another upper division course or an approved lower division course. Activities include targeted readings and research, as well as a final project or portfolio. Departmental approval is required.

**MAN 4930**  
**Applications Seminar: Acquisitions,**  
**3 credits**  
**(Fall)**

In this seminar, students will have the opportunity to participate in hands-on projects applying the techniques in MAN 3574 (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: Upper division standing and MAN 3574.

**MAN 4931**  
**Applications Seminar:**  
**Project Management,**  
**3 credits**  
**(Fall)**

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: Upper division standing and MAN 3583.

**MAN 4932**  
**Contract Negotiations Seminar,**  
**3 credits**  
**(Offered as needed)**

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 4333.

**MAN 4933**  
**Best-Value Source Selection Seminar,**  
**3 credits**  
**(Offered as needed)**

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. Prerequisite: Upper division standing and MAN 3574.

**MAN 4934**  
**Logistics Management Seminar,**  
**3 credits**  
**(Offered as needed)**

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: Upper division standing and MAN 3583 or MAN 3574.

**MAN 4940**  
**Internship: Management,**  
**3 credits**  
**(Fall, Spring, Summer)**

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,**  
**3 credits,**  
**(Spring, Summer)**

This course involves the development of skills and knowledge regarding Health assessment and including a psychosocial assessment. Emphasis will be placed on collection of a data base through physical assessment, history taking and interviewing. Permission is required. Prerequisite: NUR 3145, NUR 4165, NUR 3116; Corequisite: NUR 3067L

**NUR 3067L**  
**Health Assessment Laboratory,**  
**3 credits,**  
**(Summer)**

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. Accountability for nursing practice is demonstrated by the student in the systematic recording of findings and communicating health teaching to the client. Prerequisite: NUR 3116; Corequisite: NUR 3067

**NUR 3116**  
**Concepts of Nursing Practice,**  
**3 credits,**  
**(Fall)**

This course will provide students an opportunity to explore unique body of nursing knowledge, to include selected concepts and nursing theories for professional nursing practice. As designed, the course will address professional nursing practice in a contemporary society, and should facilitate the student's transition in exploring the role and responsibilities of a nursing student pursuing a Baccalaureate Education in Nursing.

**NUR 3653**  
**Spanish for Health Care Providers,**  
**3 credits,**  
**(Fall, Spring, Summer)**

Spanish for Health Care Providers is a multi-disciplinary language course designed for Nursing majors or individuals working in health-related areas. The course focuses on vocabulary needed for the workplace, and the grammar is taught as task-based practical skills. Students will collect a nursing history. Phrases used to complete a nursing assessment will be taught. Disease processes prevalent in persons of Latin-American and Mexican descent will be discussed by the nursing faculty. This course will also cover cultural practices that affect health care, specifically, nursing care of Spanish speaking patients. This course will not meet the Foreign Language transfer requirement.

**NUR 3678**  
**Nursing Care of Vulnerable**  
**Populations, 3 credits**  
**(Summer)**

Caring for the vulnerable members of society is a function nurses perform without regard for their own ambitions, personal safety, and financial security. This course is designed to pull together material from different cultures and at risk groups of individuals considered vulnerable populations. Key concepts will be discussed that will provide a basic structure for caring for the vulnerable, the relevance of nursing theories to vulnerable populations, nursing research showing the kinds of phenomena nurses study, and many ideas about learning to work with and advocate for vulnerable individuals.

**NUR 3837****Health Care Issues,  
2 credits,  
(Spring)**

Focuses on the nursing profession and current major issues and problems that concern it, and provides a forum for the exploration and evaluation of concerns relevant to contemporary nursing. Social forces influencing changes in the nursing profession are analyzed in terms of historical antecedents and their current manifestations.

**NUR 4295****Introduction to Critical Care Nursing,  
3 credits,  
(Summer)**

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.

**NUR 4615L****Family and Community Health Lab,  
3 credits,  
(Fall)**

The Community Health Nursing Lab course is designed to facilitate the conceptualizing of family, population groups, and community as units of care. The course focuses on risk reduction, health maintenance, and promotion of high level wellness to individuals, families and groups of all ages throughout the health continuum. The student is provided the opportunity to assess the health needs of selected families in the community with selected health promotion and health maintenance needs. Prerequisite: NUR 3116; Corequisite: NUR 4615

**NUR 4827****Nursing Management and Leadership  
3 credits,  
(Spring)**

Group process provides the forum to study leadership, collaboration, and coordination in health care settings. Permission is required. Prerequisite: NUR 4615, NUR 4615L or NUR 4615, NUR 4635, NUR 4635L; Corequisite: NUR 4836L and NUR 3837

**NUR 4836L****Nursing Management and Leadership  
Lab****3 credits,  
(Spring)**

Individually planned experience related to professional goals of the student. Includes the completion of a project designed to improve the health of consumers through nursing actions. Permission is required. Prerequisite: NUR 4615, NUR 4615L; Corequisite: NUR 4827

**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>