



MANAGEMENT

Professor Edward Desmarais, Chairperson
Professors: Jeffrey Berman, Massoud Farahbakhsh
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Faculty Emeriti

Professors: David F. Barry, John E. Mack
Associate Professors: Dr. Theodore Hansen, J. Richard Kenney

PROGRAM OFFERED

Bachelor of Science in Business Administration

Concentrations

Entrepreneurship Human Resource Management
International Business Management

Minor

Management

The mission of the Management Department is to educate and train students to become managers and leaders. The curriculum incorporates academic rigor, practical experience, and the building of skills and competencies. The Department offers concentrations in Management, Entrepreneurship, Human Resource Management, and International Business. Teaching and preparing students for business careers are the primary faculty responsibilities. Basic and applied scholarship and service are also important to faculty members.

The Management Concentration is a generalist course of study for students who aspire to supervisory positions, employment in corporations, or a knowledge of business administration. The business core curriculum (Courses in Major) is the foundation for this concentration. Further study is offered to the student in the following disciplines: Organizational Behavior, International Business, Small Business Management, Human Resource Management, Labor/Management Relations, Leadership, Business Law, Seminars on Current Topics, and Interpersonal Relations for Managers. Students are encouraged to pursue internships that complement their course of study.

Graduates with this concentration are prepared to enter most fields of business at the entry level. As they progress in their career the skills, knowledge, and abilities in management acquired during their studies will prepare them for responsible positions in business organizations.

The Entrepreneurship Concentration is designed to provide students with the fundamental knowledge required in any business venture and to add to that foundation specific bodies of knowledge that will result in their being fully prepared for a career in the entrepreneurial segment of the U.S. economy. The instructional program integrates the experience of founders and employees of entrepreneurial ventures with the academic excellence of the faculty to give the student a "real world" view of entrepreneurship. The concentration is intended to provide the students with broad exposure to business problem solving and to assist them in the development of the skills required to solve those problems. The objective of the concentration is to produce graduates who are intellectually ready to function effectively in an entrepreneurial environment.

The Human Resource Management Concentration is designed to give students the competencies to successfully advance their careers, manage subordinates, and participate in organizations of all kinds. Employment is possible in corporate human resources management departments, employment agencies, and consulting firms.

Students are expected to master human resources management techniques such as employment interviewing, team build-

ing, conflict resolution, and negotiation. Students are also expected to understand the legal environment of human resources management. In addition, there is an emphasis on learning how to take action to assure equal employment opportunity. Students will have the opportunity to learn about all the major functional areas of human resources management and will also learn about how change in the human resources management practices of organizations is brought about.

The International Business Concentration is designed to provide students with specific knowledge and analytical skills they need to take advantage of the opportunities created by the globalization of business activities and the growing interdependence of the economies of nations. The program draws from a rich liberal arts education combined with basic knowledge in all the functional areas of business administration. In addition, students can choose specialized courses in management and in other departments of the College to deepen their knowledge of specific areas of personal interest. Students who are employed by multinational companies, exporters, importers, freight forwarders, customs brokers, transportation firms, wholesalers, manufacturers or those who would like to pursue a career in international business should choose this concentration.

Students are strongly encouraged to use their free electives toward gaining a proficiency in a foreign language. It is also recommended that students utilize a study abroad program which would expose them to foreign cultures and businesses.

Management Minor

The Management minor is a survey of management for non-business majors. The minor exposes students to the considerations of leading and managing people, the aspects of planning, directing, organizing and coordinating complex tasks as well as general management skills. This minor prepares non-business students for entry level management positions in their chosen field as well as for graduate studies.

The program for the Management minor will consist of the following 18 credits at Salem State College:

Required Courses (12 credits)

- BUS 170 Introduction to Business
- MGT 231 Management Theory and Practice
- MGT 330 Human Resource Management
- MGT 332 Organizational Behavior

Management Elective Course (3 Credits) to be chosen from the following:

- MGT 403 Leadership in Management
- MGT 442 Labor/Management Relations
- MGT 471 Management Seminar
- MGT 475 Interpersonal Relations for Managers

Business Elective (3 credits)

To be chosen from any BUS or MGT courses offered by the Management Department.



Business Administration
Salem State College
Advisor: _____

Name: _____
Date admitted into Major: _____
Transfer credits: _____

**BACHELOR OF SCIENCE
IN BUSINESS ADMINISTRATION
MANAGEMENT CONCENTRATION**

CORE REQUIREMENTS

Competency-Based Skills

- @ Basic College Math
- @ Reading Comprehension
- @ Computer Literacy

@	ENG	101	Composition I	3	_____
@	ENG	102	Composition II	3	_____
@	SPC	101	(Speech)	3	_____
@	SFL	194	Health and Wellness	3	_____

Physical Education Activities (1 cr. total)

@	SFL	_____	_____	_____	_____
@	SFL	_____	_____	_____	_____

Distribution Sequences (18-20 credits)

_____	_____	(Literature I)	3	_____	
_____	_____	(Literature II)	3	_____	
_____	_____	(Lab Science I)	3-4	_____	
_____	_____	(Lab Science II)	3-4	_____	
@	HIS	101	History of World Civilization I	3	_____
@	HIS	_____	(History II)	3	_____

Distribution Electives (18 credits)

Among the distribution electives, the student must earn at least 3 but no more than 9 additional semester hours in each of the three divisions.

Humanities (Division I)

*	PHL	203	Business Ethics	3	_____
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Science/Mathematics (Division II)

*	MAT	108	Finite Mathematics	3	_____
*	MAT	208	Business Calculus	3	_____

Social Sciences (Division III)

*	PSY	101	General Psychology	3	_____
*	SOC	201	Intro. to Sociology	3	_____
	ECO	201	Principles of Macroeconomics	3	_____

(Note: Courses allowable as distribution electives are marked 'D' in the College Catalog or indicated by appropriate footnotes.)

COURSES IN MAJOR (33 credits)

BUS	170	Intro. to Business	3	_____
ACC	106	Financial Accounting	3	_____
ACC	202	Managerial Accounting	3	_____
MGT	231	Mgmt. Theory and Pract.	3	_____
MKT	241N	Principles of Marketing	3	_____
BUS	252	Business Law I	3	_____
FIN	322	Financial Management	3	_____
MIS	361	Quant. Meth. Mgr. Dec. I	3	_____
MIS	362	Quant. Meth. Mgr. Dec. II	3	_____
MIS	433	Prod. and Oper. Mgmt.	3	_____
BUS	470	Bus. Policy & Strategy	3	_____

Support Courses (6 credits)

ECO	202	Prin. of Microeconomics	3	_____
BTE	117	Microcomp. in the Prof.	3	_____

MANAGEMENT CONCENTRATION COURSES (21 credits)

Required:

MGT	332	Organizational Behavior	3	_____
MGT	330	Human Resource Management	3	_____
BUS	370	International Business	3	_____

Electives: (Any 4 courses)

MGT	337	Small Business Mgt./Entrepren.	3	_____
MGT	442	Labor/Mgt. Relations	3	_____
MGT	471	Management Seminar	3	_____
MGT	480	Hosp./Health Care Admin.	3	_____
BTE	318	Office Management	3	_____
POL	315	Public Administration	3	_____
BUS	340	Doing Business on the Internet	3	_____
BUS	352	Business Law II	3	_____
MGT	403	Leadership in Mgt.	3	_____
MGT	475	Interpers. Rel. for Mgrs.	3	_____
MGT	485	Internship in Management	3	_____
BUS	563	Prin. & Meth. of Bus. Research	3	_____
FIN	464	Real Estate	3	_____
BUS	473	Export & Import Management	3	_____
MGT	472	International Management	3	_____
BUS	400	Business Institute	3	_____
MGT	473	Advanced Topics/Human Resources Mgt.	3	_____

*****FREE ELECTIVES or MINOR (minimum: 15 credits)**

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

@ Requirements so marked should be completed within the first 53 credits of study (i.e., before Junior status). Exceptions will be made for transfer students.

* These are **required** support courses which may also be used to satisfy the indicated Distribution requirements. A student may choose to fulfill Distribution requirements with courses other than the ones listed, but these listed courses must still be taken.

** No more than 55 credits, including free electives and/or minor, may be taken in the School of Business.

*** Students wishing to register for MGT 485 must obtain permission of Department Chairperson in terms of course requirements and amount of credit hours to be granted.

Note: If a course is used to satisfy two or more requirements (for example, a support course and a distribution elective), the credits are counted in only one place. Using a course to satisfy more than one requirement does **not** reduce the credit total required for graduation.

Total credits for graduation: 126

Effective: 9/04



Business Administration
Salem State College
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Name: _____
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Transfer credits: _____

BACHELOR OF SCIENCE
IN BUSINESS ADMINISTRATION
HUMAN RESOURCE MANAGEMENT CONCENTRATION

CORE REQUIREMENTS

Competency-Based Skills

- @ Basic College Math
@ Reading Comprehension
@ Computer Literacy

Table with 5 columns: @, Course ID, Title, Credits, and a blank line for marking. Includes ENG 101, ENG 102, SPC 101, SFL 194.

Physical Education Activities (1 cr. total)

Table with 5 columns: @, Course ID, Title, Credits, and a blank line for marking. Includes SFL courses.

Distribution Sequences (18-20 credits)

Table with 5 columns: @, Course ID, Title, Credits, and a blank line for marking. Includes Literature, Lab Science, and History courses.

Distribution Electives (18 credits)

Among the distribution electives, the student must earn at least 3 but no more than 9 additional semester hours in each of the three divisions.

Humanities (Division I)

Table with 5 columns: *, Course ID, Title, Credits, and a blank line for marking. Includes PHL 203.

Science/Mathematics (Division II)

Table with 5 columns: *, Course ID, Title, Credits, and a blank line for marking. Includes MAT 108, MAT 208.

Social Sciences (Division III)

Table with 5 columns: *, Course ID, Title, Credits, and a blank line for marking. Includes PSY 101, SOC 201, ECO 201.

(Note: Courses allowable as distribution electives are marked 'D' in the College Catalog or indicated by appropriate footnotes.)

COURSES IN MAJOR (33 credits)

Table with 5 columns: Course ID, Title, Credits, and a blank line for marking. Includes BUS 170, ACC 106, ACC 202, MGT 231, etc.

SUPPORT COURSES (6 credits)

Table with 5 columns: Course ID, Title, Credits, and a blank line for marking. Includes ECO 202, BTE 117.

HUMAN RES. MGT. CONCENTRATION COURSES (21 credits)

Required:

Table with 5 columns: Course ID, Title, Credits, and a blank line for marking. Includes BUS 370, MGT 330, MGT 332, MGT 442.

Electives: (Any 3 courses)

Table with 5 columns: Course ID, Title, Credits, and a blank line for marking. Includes MGT 472, MGT 473, MGT 475, MGT 403, MGT 485, BUS 563, PSY 314, SOC 215, SOC 352.

FREE ELECTIVES or MINOR (minimum: 15 credits)

Table with 5 columns: Course ID, Title, Credits, and a blank line for marking. Includes empty rows for student input.

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Note: If a course is used to satisfy two or more requirements (for example, a support course and a distribution elective), the credits are counted in only one place. Using a course to satisfy more than one requirement does not reduce the credit total required for graduation.

Total credits for graduation: 126

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Business Administration
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Transfer credits: _____

**BACHELOR OF SCIENCE
IN BUSINESS ADMINISTRATION
ENTREPRENEURSHIP CONCENTRATION**

CORE REQUIREMENTS

Competency-Based Skills

- @ Basic College Math
- @ Reading Comprehension
- @ Computer Literacy

@	ENG	101	Composition I	3	_____
@	ENG	102	Composition II	3	_____
@	SPC	101	(Speech)	3	_____
@	SFL	194	Health and Wellness	3	_____

Physical Education Activities (1 cr. total)

@	SFL	_____	_____	_____	_____
@	SFL	_____	_____	_____	_____

Distribution Sequences (18-20 credits)

_____	_____	(Literature I)	3	_____	
_____	_____	(Literature II)	3	_____	
_____	_____	(Lab Science I)	3-4	_____	
_____	_____	(Lab Science II)	3-4	_____	
@	HIS	101	History of World Civilization I	3	_____
@	HIS	_____	(History II)	3	_____

Distribution Electives (18 credits)

Among the distribution electives, the student must earn at least 3 but no more than 9 additional semester hours in each of the three divisions.

Humanities (Division I)

*	PHL	203	Business Ethics	3	_____
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Science/Mathematics (Division II)

*	MAT	108	Finite Mathematics	3	_____
*	MAT	208	Business Calculus	3	_____

Social Sciences (Division III)

*	PSY	101	General Psychology	3	_____
*	SOC	201	Intro. to Sociology	3	_____
*	ECO	201	Principles of Macroeconomics	3	_____

(Note: Courses allowable as distribution electives are marked 'D' in the College Catalog or indicated by appropriate footnotes.)

COURSES IN MAJOR (33 credits)

BUS	170	Introduction to Business	3	_____
ACC	106	Financial Accounting	3	_____
ACC	202	Managerial Accounting	3	_____
MGT	231	Mgmt. Theory and Pract.	3	_____
MKT	241N	Principles of Marketing	3	_____
BUS	252	Business Law I	3	_____
FIN	322	Financial Management	3	_____
MIS	361	Quant. Meth. Mgr. Dec. I	3	_____
MIS	362	Quant. Meth. Mgr. Dec. II	3	_____
MIS	433	Prod. and Oper. Mgmt.	3	_____
BUS	470	Bus. Policy & Strategy	3	_____

SUPPORT COURSES (6 credits)

ECO	202	Principles of Microeconomics	3	_____
BTE	117	Microcomputers in the Profession	3	_____

ENTREPRENEURSHIP CONCENTRATION COURSES (21 credits)

Required:

MGT	337	Small Business Mgt./Entrepren.	3	_____
***	MGT	485	Internship in Management	_____
FIN	423	Sources of Capital	3	_____
BUS	563	Princ. & Meth. of Bus. Res.	3	_____

Electives: (any 3 courses)

COM	310	Advertising Communications	3	_____
COM	350	Introduction to Public Relations	3	_____
FIN	323	Commercial Banking	3	_____
FIN	450	International Finance	3	_____
FIN	464	Real Estate	3	_____
BUS	340	Doing Business on the Internet	3	_____
BUS	352	Business Law II	3	_____
BUS	370	International Business	3	_____
MGT	330	Human Resource Management	3	_____
MGT	332	Organizational Behavior	3	_____
MGT	403	Leadership in Management	3	_____
MKT	342	Consumer Behavior	3	_____
MKT	343	Advertising	3	_____
MKT	344	Retailing	3	_____
MIS	484N	Management Info. Systems I	3	_____

FREE ELECTIVES OR MINOR (MINIMUM: 15 CREDITS)

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

@ Requirements so marked should be completed within the first 53 credits of study (i.e., before Junior status). Exceptions will be made for transfer students.

* These are **required** support courses which may also be used to satisfy the indicated Distribution requirements. A student may choose to fulfill Distribution requirements with courses other than the ones listed, but these listed courses must still be taken.

** No more than 55 credits, including free electives and/or minor, may be taken in the School of Business.

*** Students wishing to register for MGT 485 must obtain permission of Department Chairperson in terms of course requirements and amount of credit hours to be granted.

Note: If a course is used to satisfy two or more requirements (for example, a support course and a distribution elective), the credits are counted in only one place. Using a course to satisfy more than one requirement does **not** reduce the credit total required for graduation.

Total credits for graduation: 126

Effective: 9/04



Business Administration
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Name: _____
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Transfer credits: _____

BACHELOR OF SCIENCE
IN BUSINESS ADMINISTRATION
INTERNATIONAL BUSINESS CONCENTRATION

CORE REQUIREMENTS

Competency-Based Skills

- @ Basic College Math
@ Reading Comprehension
@ Computer Literacy

Table with 5 columns: @, ENG, 101, Composition I, 3
@, ENG, 102, Composition II, 3
@, SPC, 101, (Speech), 3
@, SFL, 194, Health and Wellness, 3

Physical Education Activities (1 cr. total)

Table with 5 columns: @, SFL, blank, blank, blank
@, SFL, blank, blank, blank

Distribution Sequences (18-20 credits)

Table with 5 columns: blank, blank, blank, blank, 3
blank, blank, blank, blank, 3
blank, blank, blank, blank, 3-4
blank, blank, blank, blank, 3-4
@, HIS, 101, History of World Civilization I, 3
@, HIS, blank, (History II), 3

Distribution Electives (18 credits)

Among the distribution electives, the student must earn at least 3 but no more than 9 additional semester hours in each of the three divisions.

Humanities (Division I)

Table with 5 columns: *, PHL, 203, Business Ethics, 3

Science/Mathematics (Division II)

Table with 5 columns: *, MAT, 108, Finite Mathematics, 3
*, MAT, 208, Business Calculus, 3

Social Sciences (Division III)

Table with 5 columns: *, PSY, 101, General Psychology, 3
*, SOC, 201, Intro. to Sociology, 3
*, ECO, 201, Principles of Macroeconomics, 3

(Note: Courses allowable as distribution electives are marked 'D' in the College Catalog or indicated by appropriate footnotes.)

COURSES IN MAJOR (30 credits)

Table with 5 columns: ACC, 106, Financial Accounting, 3
ACC, 202, Managerial Accounting, 3
MGT, 231, Management Theory and Pract., 3
MKT, 241N, Principles of Marketing, 3
BUS, 252, Business Law I, 3
FIN, 322, Financial Management, 3
MIS, 361, Quant. Meth. Mgr. Dec. I, 3
MIS, 362, Quant. Meth. Mgr. Dec. II, 3
MIS, 433, Prod. and Operations Management, 3
BUS, 470, Business Policy & Strategy, 3

Support Courses (6 credits)

Table with 5 columns: ECO, 202, Principles of Microeconomics, 3
BTE, 117, Microcomputers in the Profession, 3

INTERNATIONAL BUSINESS
CONCENTRATION COURSES (21 credits)

Required

Table with 5 columns: BUS, 170, Introduction to Business, 3
BUS, 370, International Business, 3
MGT, 472, International Management, 3
BUS, 473, Export/Import Management, 3

Electives: (any 3 courses)

Table with 5 columns: FIN, 450, International Finance, 3
MKT, 445, International Marketing, 3
MIS, 470, Global Operations Management, 3
ECO, 301, Intermediate Macroeconomics, 3
ECO, 306, Comparative Economic Studies, 3
ECO, 312, International Trade, 3
ECO, 313, Economic Development, 3
***, MGT, 485, Internship in Management, 3
BUS, 563, Princ. and Methods of Business Research, 3

FREE ELECTIVES or MINORS (18 credits)

Table with 5 columns: blank, blank, blank, blank, 3
blank, blank, blank, blank, 3
blank, blank, blank, blank, 3
blank, blank, blank, blank, 3
blank, blank, blank, blank, 3
blank, blank, blank, blank, 3

@ Requirements so marked should be completed within the first 53 credits of study (i.e., before Junior status). Exceptions will be made for transfer students.
* These are required support courses which may also be used to satisfy the indicated Distribution requirements. A student may choose to fulfill Distribution requirements with courses other than the ones listed, but these listed courses must still be taken.
** No more than 55 credits, including free electives and/or minor, may be taken in the School of Business.
*** Students wishing to register for MGT 485 must obtain permission of the Department Chairperson in terms of course requirements and amount of credit hours to be granted.
Note: If a course is used to satisfy two or more requirements (for example, a support course and a distribution elective), the credits are counted in only one place. Using a course to satisfy more than one requirement does not reduce the credit total required for graduation.



COURSE DESCRIPTIONS

MANAGEMENT

Business

BUS 170 Introduction to Business 3 credits

This course provides the student with a basic understanding of the field of business. It introduces the student to the major functional areas of business: marketing, management, accounting/finance, and management information systems. The course also presents the topics of entrepreneurship, forms of business organizations, legal environment, and the free enterprise system. Three lecture hours per week.

BUS 252 Business Law I 3 credits

Business Law I surveys the role of law in the United States. The student is introduced to law and the legal system, and is given an overview of the court system, civil process, and litigation. Such topics as crimes, intentional torts, negligence, and strict liability are presented. Contracts, as they apply to Business Law; the Uniform Commercial Code and contracts covered by it, including consumer transactions; and the law of agency, including contract rights and liabilities of the principal and agent, are covered comprehensively. Three lecture hours per week.

BUS 340 Doing Business on the Internet 3 credits

Business people are embracing the Internet as the centerpiece of a new strategy for gaining competitive advantage. There are several factors that distinguish E-commerce from traditional business practices: the technology, new forms of communication and coordination enabled by the technology, and new kinds of business transactions that result from these new capabilities. These issues make E-commerce an important and relevant field of study. Limited to Juniors and Seniors.

BUS 352 Business Law II 3 credits

Business Law II is a survey of law in business, particularly in the areas of partnerships, corporations, personal property, including bailments, secure transactions, real property, and commercial paper and negotiable instruments. The course will cover Consumer Law transactions and the Uniform Commercial Code, where applicable. Three lecture hours per week. Open to Business Administration majors and minors and Management concentration minors.

Prerequisite: BUS 252.

BUS 370 International Business 3 credits

A survey of the field including the legal and cultural environment of international business; international financial system; management of international operations; personnel and labor relations; international marketing; international economics, trade, and finance; multinational enterprise; international accounting; and multinational organizations. Three lecture hours per week.

Prerequisites: MGT 231, MKT 241N.

BUS 400 Business Institute 3 credits

Open to students who have completed at least 90 credits hours. The objectives of the Institute are to provide students, educators, business people, and other concerned individuals with opportunities to become familiar with current business developments. The Institute is intended to strengthen the participants' expertise by pointing out relationships in the business society, which may be applied to the participants' areas of interest. Designed as a seminar course, the Institute will offer lectures, discussions and workshops with experts and senior executives in government, banking and industry. Participants will also have ample opportunity to discuss their individual interests with the guest lecturers. The informal relationship among the staff, guest lecturers, and participants should provide a meaningful and rewarding experience to the enrollees. Offered only through the Evening Division.

BUS 470 Business Policy and Strategy 3 credits

An integrative senior-level course in which the student's acquired knowledge in different disciplines such as management, finance, behavioral sciences, and marketing is synthesized and used simultaneously to solve major business problems. Case studies will be employed in this course. Three lecture hours per week. Required of and limited to Business Administration Seniors, except Aviation Science concentration.

Prerequisites: FIN 322, MGT 231, MKT 241N, and SPC 101.

BUS 473 Export/Import Management 3 credits

Managing the export/import department; government regulations affecting imports; financing, insuring, transporting, and marketing of exported or imported raw materials and finished products; methods of purchasing foreign products and selling domestic goods abroad; joint marketing; licensing; distributor relations.

Prerequisite: BUS 370.

BUS 498 Individual Projects in Business Administration 3 credits

This course allows selected students to undertake academic projects for which no provision has been made in regular course offerings. Such projects can include internships at sponsoring local companies which will serve to enhance knowledge within the students' concentration. BUS 498 may, with approval by the appropriate Department Chairperson, be used to satisfy a concentration elective.

Prerequisites: Senior standing and consent of Management Department Chairperson.

BUS 499 Directed Reading or Research in Business Administration 3 credits

An individualized program for majors who wish to elect advanced work in the department. A study in depth of some aspects of business administration, culminating in the presentation of a research paper showing the student's knowledge and familiarity with the chosen area of investigation.

Prerequisites: Senior standing and permission of Department Chairperson.

BUS 563 Principles and Methods of Business Research 3 credits

In Business Research the student acquires an understanding of and demonstrates ability to use the research process: formulation of the problem, selection and use of appropriate methods for gathering evidence, analysis and interpretation of data, and reporting the findings. The student is required to select a business problem and carry out a complete research project. Utilization of appropriate statistical and computer-assisted data analysis is encouraged.

Prerequisite: MIS 362.

Management

MGT 231 Management Theory and Practice 3 credits

Introduces the principles of management from the viewpoint of the planning, organizing, leading and controlling functions. Includes consideration of the social, technological, international, and environmental factors affecting management. Examines the management practices of actual organizations as they deal with competition and productivity issues. Makes use of case analysis, student projects and experiential exercises. Three lecture hours per week. Required of Business Administration majors and minors and management minors.

MGT 330 Human Resource Management 3 credits

Focuses on contemporary human resource management practices. Emphasis on both qualitative and quantitative aspects of human resource management including recruitment, selection, performance appraisal, training, compensation, and labor relations. Course work comprises projects, cases, and exercises related to each aspect of human resources. Three lecture hours per week. Not open to students who have received credits for MGT 331 or MGT 431.



MGT 332 Organizational Behavior 3 credits

This course deals with all aspects of behavior in and by formal organizations in the field of business. Elements of the social sciences are included in an examination of the research dealing with organizational and administrative problems in business. Activities include case studies, simulations and research with individual and group projects. In addition, the course addresses aspects of corporate culture as it pertains to group dynamics. Three lecture hours per week. Required in the Business Administration Management concentration.

Prerequisite: MGT 231.

MGT 337 Small Business Management/Entrepreneurship 3 credits

Emphasizes those aspects of management that are uniquely important to small business firms. Topics covered include: the role of small business in today's economy; the entrepreneurial personality; the business plan; forms of ownership; pros and cons of starting a business or buying an existing business; franchising; finances; location; purchasing; inventory; risk management; marketing; government regulation and assistance; managing for growth; and the international aspects of small business. Examples of actual business situations are used. Three lecture hours per week. Open to Business Administration majors and minors and Management concentrations minors. A student who has received credits for BUS 337 may not also receive credits for MGT 337.

Prerequisites: MKT 241N, MGT 231, FIN 322.

MGT 403 Leadership in Management (Spring) 3 credits

This course explains in depth the historic and contemporary views of effective leadership. Particular emphasis is placed upon situational and contingency theories as well as the impact of the leader's belief system upon subordinates and the organization. Biographies of particularly effective leaders serve as cases. Leadership skills are presented via appropriate experiential exercises. Three lecture hours per week. Open to Business Administration majors and minors and Management concentrations minors.

Prerequisite: MGT 231.

MGT 442 Labor/Management Relations 3 credits

This course surveys the growth and development of the labor movement in the United States. Topics include employer/employee relations, legal/government environment, wage/benefit issues with economic factors, and the process of collective bargaining. Course activities include historical research, projects, case studies, and a collective bargaining simulation. Three lecture hours per week. Students who have received credits for MGT 432 may not also receive credits for MGT 442.

Prerequisite: MGT 231.

MGT 471 Management Seminar 3 credits

Management Seminar is designed to provide the Management Concentration senior with in-depth coverage of important and timely topics. In a given semester there may be several related topics covered. Typically, the course will include lectures, discussion and cases of a contemporary nature. Elective for Business Administration Management concentration students. Others admitted with permission of Management Department Chairperson.

Prerequisites: ACC 202 or ACC 300, MGT 332.

MGT 472 International Management 3 credits

The context of international management, organization of multinational firms, cultural and environmental issues, organizational problems in international operations, planning and control, international financial management, international personnel management, relations with host governments, comparative management.

Prerequisite: BUS 370.

MGT 473 Advanced Topics in Human Resource Management 3 credits

This course will develop the student's competence in the core functions of the human resource manager. The course is designed to prepare the student for entry into the field of human resource management in business organizations. The student will learn skills associated with key areas of human resource management; job analysis, employee selection, performance appraisal, compensation, and strategic planning. The student will be exposed to current issues confronted by human resource management practitioners.

Prerequisite: MGT 330.

MGT 475 Interpersonal Relations for Managers (Fall) 3 credits

This course will provide an opportunity to develop interpersonal skills in dealing with subordinates, co-workers, and superiors. Topics to be covered include: interviewing skills (selection, performance appraisal), coaching, group meetings, and conflict resolution. Three lecture hours per week.

MGT 480 Hospital and Health Care Administration 3 credits

Introduces a variety of management issues in health care delivery areas and divides them into two broad categories, Behavioral and Control. Behavioral aspects relate to organizational structure, manpower conditions, and exploration of legal, social, and community relations obligations. Control aspects relate to budgetary, quality control, and cost control systems. Limited to Business Administration majors.

Prerequisite: MGT 231.

MGT 485 Internship in Management 3-9 credits

An academic work program under the auspices of various business and non-profit organizations in areas directly related to the student's academic interest in Management. Number of credits hours will vary with commitment. Must meet departmental requirements and have departmental chair's approval on credits hours before registration. May be used to satisfy up to three Management concentration electives. Open to Management concentration Juniors and Seniors and others with the permission of the Management Department Chairperson.