

COURSE DESCRIPTIONS

COURSE NUMBERS

The course-numbering system indicates the college level at which courses are normally taken.

NUMBERING SYSTEM GUIDE

001-009	precollege course-no credit
010-099	credit granted but not applicable to graduation
100-199	primarily for first-year students
200-299	primarily for second-year students
300-499	primarily for upper division students
500-599	graduate courses
600-799	doctorate courses

At the end of each description, course credits are listed. Courses with variable hours and credits are so indicated.

SEMESTER SCHEDULE

Notation to the right of the course name indicates when the course is offered. If a notation is not included, the course is offered as needed.

DEPARTMENTAL OFFERINGS

ACCOUNTING

- ACCT 101 Introductory Accounting I** **3 credits**
The basic principles and procedures for gathering, recording, summarizing and interpreting accounting data.
- ACCT 102 Introductory Accounting II** **3 credits**
General accounting principles, special procedures for manufacturing operations and analysis of financial and fund statements.
Prerequisite: ACCT 101.
- ACCT 201 Intermediate Accounting I** **3 credits**
Preparation of financial statements. Additional principles for cash receivables, inventories, investments and income concepts.
Prerequisite: ACCT 102. Co-requisite or prerequisites: ACCT 204, CMPS 116.
- ACCT 202 Intermediate Accounting II** **3 credits**
The principles of fixed assets, liabilities and equity accounting; statements of funds and cash flow; problems of business reorganization. Prerequisites: ACCT 201, CMPS 116.
- ACCT 203 Managerial/Cost Accounting** **3 credits**
Use of accounting information for management planning and control and the interpretation of accounting data as a management tool. Prerequisite: ACCT 102.
- ACCT 204 Computer Applications in Accounting** **3 credits**
Use of a computer to process accounting data and a computer-assisted practice set. Analysis of a company's evolution from a sole proprietorship to a corporation. Creation of journal entries and use of the computer to generate the annual journal, trial balance and financial statements. Prerequisite: ACCT 102.
- ACCT 300 Advanced Accounting Theory** **3 credits**
Accounting principles as they relate to partnerships, consignments, installments, branch relations and consolidations.
Prerequisites: ACCT 202, ACCT 204, CMPS 116.

- ACCT 301 Cost Accounting Principles** **3 credits**
Principles and procedures for determining unit cost of production, job order cost and standard process cost systems. Prerequisite: ACCT 102.
- ACCT 303 Tax Accounting** **3 credits**
Principles of tax accounting, types of returns, includable and excludable income, expenses, deductions, inventory and depreciation methods. Prerequisites: ACCT 102, CMPS 116 or permission of instructor.
- ACCT 305 Auditing** **3 credits**
Principles and methods of verification of accounts and financial statements. Auditing theory and practical and theoretical applications of auditing standards and procedures. Prerequisite: ACCT 202.
- ACCT 307 Nonprofit Accounting** **3 credits**
This course will address the principles of accounting in nonprofit organizations, including donations, restricted accounts, fund balance and IRS requirements. Prerequisite: ACCT 102 or BUS 303.
- ACCT 355, ACCT 356 Accounting Internship I, II** **3 credits**
Part-time job experience approved by the department in a local business or industrial firm. Method of evaluation to be agreed upon by the departmental and job-site supervisors. May include periodic reports, a day-by-day journal and a final report. Prerequisites: Junior standing and permission.
- ACCT 295, ACCT 395, ACCT 495 Selected Topics in Accounting I, II, III** **1-6 credits**
- ACCT 296, ACCT 396, ACCT 496 Independent Study in Accounting I, II, III** **1-6 credits**
Special Request Independent Study Fee: \$50 per credit. Students produce an integrated marketing communication plan for a client.

BUSINESS MANAGEMENT

- BMGT 101 Introduction to Business** **3 credits**
A survey of business and management using descriptive and analytical techniques including the study of human relations, delegation of authority and managerial communications.
- BMGT 201 Business Law I** **3 credits**
An introduction to the law in general and a survey of the law as it relates to business transactions including the law of contracts, agency and employment, personal property, bailments, real property, wills, descendants' estates, trusts and international law. Prerequisite: BMGT 101.
- BMGT 202 Business Law II** **3 credits**
A survey of the law as it relates to business transactions including the law of sales, the Uniform Commercial Code, consumer law, commercial papers, partnerships, corporations, antitrust, labor, environmental, secured transactions, bankruptcy, insurance and administrative law. Prerequisite: BMGT 201.
- BMGT 204 Salesmanship** **3 credits**
Product sales with emphasis on the selling process: knowledge of the product, consumer motivation, product management and direct sales.
- BMGT 205 Principles of Marketing** **3 credits**
Study of functions, institutions, marketing structure tools, career opportunities and the preparation of a complete marketing campaign for a job.
- BMGT 207 Human Resource Management** **3 credits**
Selection procedures, training techniques, wage and salary administration, fringe benefits, grievance procedures and disciplinary action. Prerequisites: BMGT 101; PSYC 150.
- BMGT 208 Principles of Management** **3 credits**
Emphasis on the major theories and functions of management. Students develop an understanding of why management is needed in all organizations and what constitutes good management. Prerequisite: BMGT 101.

BMGT 221 Business Communications and Research**3 credits**

The objectives, methods and forms of business communications; business research and the classification and presentation of findings. Prerequisites: BMGT 101; ENGL 101.

BMGT 271 The Money Thing: Life and Finances During and After College**3 credits**

Life is coming and so are its financial responsibilities. Now is the time to become more financially literate. This course will provide students an engaging and approachable framework for developing greater financial literacy and creating financial plans as students move out of their college experience and into the real-world. Topics such as student loan consolidation, balancing consumer needs and savings, creating financial budgets and plans, maintaining a healthy credit standing, and developing long-term financial horizons will be few of the areas covered through the use of readily available PC and mobile applications. Prerequisites: Sophomore standing or above.

BMGT 280 Business Career Prep**1 credit**

This Pass/Fail course will prepare each student for their formal review by a board to determine each student's ability to enroll in the Cooperative Education program in the School of Business. Emphasis will be placed on resume and cover letter writing, mock interviews, electronic portfolio, and various other methods to adequately prepare students for possible Cooperative Educational opportunities. Prerequisite: Sophomore standing.

BMGT 300 Corporate Finance**3 credits**

The problems associated with the effective management of capital. Includes the development of corporations, legal aspects, securities market, and financial planning and development. Prerequisites: BMGT 101; ACCT 102; MATH 175.

BMGT 301 Ethics in Business**3 credits**

A philosophical investigation of the main concepts and theories of ethics, with applications to fundamental moral questions as they arise in different areas of business. The following issues may be used as illustrations: affirmative action, investment in unethical companies or countries, product safety, whistle blowing and advertising. Prerequisite: Junior Standing.

BMGT 303 International Business**3 credits**

An overview of business practices in the international arena which acquaints students with the complexities of international business. Analysis of such topics as global interdependencies, the working of multinational enterprises and other concerns reflecting the variety of socio-economic environments in which transnational institutions function. Prerequisite: Junior Standing.

BMGT 304 International Marketing**3 credits**

An introduction to the tools and techniques for successful competition in the international marketplace. Clarification of such issues as marketing objectives; environmental and competitors' analyses; and product, pricing and promotion strategies applicable to a variety of national settings. Prerequisites: BMGT 205, BMGT 303.

BMGT 305 Regulations in the Workplace**3 credits**

Covers major employment, labor and discrimination laws and regulations governing the workplace. Develops an understanding of the practical application of workplace regulations on day-to-day human resources operations and ways to minimize a company's exposure to lawsuits and charges with emphases on case study discussion, practical examples and use of extensive resource materials. Prerequisite: Junior standing.

BMGT 310 Management Science**3 credits**

The basic operations of research technology used in managerial and statistical decision-making: mathematical programming, inventory models and queuing theory. Dual listed as ECON 312. Prerequisites: MATH 175, MATH 180.

BMGT 311 Marketing Research**3 credits**

The analysis, interpretation, application and forecasting of research findings. The case method is used extensively. Prerequisites: BMGT 205; MATH 175.

BMGT 312 Organizational Behavior**3 credits**

Determinants of individual and group behavior within work organizations. Motivation, leadership, group behavior, organizational structure and processes as they relate to performance and satisfaction in work organizations. Dual listed as PSYC 312. Prerequisite: PSYC 210.

BMGT 315 Financial Reporting and Control**3 credits**

A non-technical introduction to the principles of financial and managerial accounting, with emphasis on the use and

interpretation of financial reports, managerial planning and control. The course is designed to impart a basic knowledge of accounting and its uses. It is designed for the user of accounting information rather than the preparer.

BMGT 316 Labor and Management Relations **3 credits**

The history and evolution of American labor and labor unions including industrial relations problems. Prerequisite: BMGT 207.

BMGT 326 Investment Management **3 credits**

An analysis of securities and principles governing the management of investment assets including risk management pertinent to insurance and real estate. Prerequisites: BMGT 300; ACCT 102.

BMGT 330 Compensation and Benefits **3 credits**

Covers compensation theory and the major employment and labor laws and regulations affecting compensation. Topics include, but are not limited to, defined benefit/defined contribution retirement programs and fringe benefit plans. Prerequisite: Junior Standing.

BMGT 332 Introduction to Entrepreneurship **3 credits**

The course involves an introduction to the discipline of entrepreneurship and a study of the essential steps in starting and operating a smaller business.

BMGT 336 Entrepreneurship Regulation **3 credits**

A study of those legal and regulatory issues that entrepreneurs face in starting and operating a new small business. The focus of the course will be on training entrepreneurs to recognize those legal issues in the new enterprise before they become significant legal problems.

BMGT 353, BMGT 354 Hotel/Restaurant Internship I, II **3 credits**

Practical work experience in the hotel and restaurant environment gained through a coordinated study program between the department and participating businesses. Periodic reports of the progress of the internship are required. Prerequisites: Junior Standing and permission.

BMGT 355, BMGT 356 Business Management Internship I, II **3 credits**

Part-time job experience approved by the department in a local business or industrial firm. Method of evaluation to be agreed upon by the departmental and job-site supervisors. May include periodic reports, a day-by-day journal and a final report. Prerequisites: Junior standing and permission.

BMGT 380 Cooperative Education I **6 credits**

Cooperative education provides students with hands on experience in industry. Students gain practical experience, enhance skills learned in the classroom, and acquire contacts with professionals in business. This course requires students to complete 480 hours in the field, be evaluated by their supervisor and prepare a report. Students must be approved prior to beginning their co-op and should have a Q.P.A. of 3.0 or higher. This is a Pass/Fail course. Prerequisite: BMGT 280.

BMGT 406 Operations/Production/Quality Management **3 credits**

An integrated view of operations/production with regard to strategic planning and relationships with other functional areas. The operations/production process is analyzed with emphasis on the solution of problems using contemporary management tools such as linear programming, the case study method and other selected mathematical/statistical techniques. Prerequisite: BMGT 310.

BMGT 410 Case Studies in Business Operations and Management **3 credits**

Case studies in technical, business and professional areas that address the application of skills developed in the professional studies program. Emphasis on planning, scheduling and managing resources, as well as leadership skills and ethical issues in the workplace environment.

BMGT 411 Advanced Marketing Management **3 credits**

Planning and coordinating a dynamic and aggressive marketing campaign and synthesizing the tools of marketing. Prerequisites: BMGT 205; Senior Standing.

BMGT 417 Strategic Planning **3 credits**

A presentation of the concepts and procedures of strategic planning. Discussion relates strategic planning to the analysis of the external environment and an assessment of the internal strengths and weaknesses of the organization. Prerequisite: Senior

Standing.

BMGT 418 Portfolio and Career Planning with Assessment

3 credits

This course is required by all Human Resource Management Majors. It is designed to assist each student in preparing a portfolio of academic work and developing a career plan. This course will guide students in selecting a research project for BMGT 420, the Seminar in Human Resource Management Capstone Course. During this course, each student will take an assessment exam that covers the entire HR program content. The course will also help students with their Professional Behavior.

BMGT 419 Research Methods in a Business Environment

3 credits

This course explores various qualitative and quantitative research methods, experimental controls, data analysis, and scientific communication used in a business environment. Upon completion of the course, students will know how to formulate research questions, select the appropriate research methodology, collect and analysis data, and communicate findings and recommendations. This course is appropriate for all majors.

BMGT 420 Seminar in Human Resource Management Capstone

3 credits

This course is considered to be the Capstone Course taken by all Human Resource Management Majors. The course covers theory and practice in Project Management. Students will use this theory and practice to design and complete a significant Human Resource Project in a specific business environment. The Human Resource Project will consist of an academically researched report on the process and content of the project, and the actual deliverable to be presented to the organization or client. Upon completion of the course, students will be able to design, direct, and implement a Human Resource Management Project.

Non-Human Resource Management Majors can also take this course with the specific permission of the instructor. These students can complete a project related to their area of study. In this case, the BMGT 418 - Portfolio and Career Planning with Human Resource Certification Course Prerequisite will be waived. Prerequisites: BMGT 418, 419 and Senior Standing or permission of the professor.

BMGT 421 Finance and Tax for Managers **3 credits**

This course will cover Financial Planning and Tax Concepts related to benefits. It will also cover Financial Analysis Concepts needed to support Cost/Benefit studies used in Benefit Package Selection, Outsourcing Options, and Other Human Resource Management Decisions. Upon completion of this course, students will be able to explain benefit options to employees, and will be able to apply finance and tax concepts to support decision making.

BMGT 441 Cross-cultural Business Management

3 credits

An overview of structure and functions of multinational organizations. Includes the role of the manager in various organizational settings, the influence of the manager and organization upon each other, comparisons of the effect of cultures upon organizations, managerial assumptions about people when designing organizational structure and the impact of socio-cultural environment on the multinational firm. Dual listed as MBA 541. Prerequisites: BMGT 304; ECON 306, ECON 321.

BMGT 448 Training and Development

3 credits

Presents basic formats of learning designs and use of resources. Students demonstrate their ability to set objectives, outline teaching and training strategies, prepare demonstrations for varying group sizes and conduct assessment of learner progress. Explores principles of curriculum development and utilizes these principles in the design of a total educational program for the adult learner. Prerequisite: EDUC 445. Dual listed as EDUC 448.

BMGT 452 Global Aspects of Entrepreneurship

3 credits

A review of the issues and challenges facing entrepreneurs around the globe focusing not only on start-ups in the United States wanting to do business in other countries, but the continued development of entrepreneurship in other countries. Prerequisite BMGT 332.

BMGT 454 Advanced Entrepreneurial Applications

3 credits

An extension of the study of entrepreneurship by applying many of the basic principles of entrepreneurship in an advanced setting. This would include a detailed analysis and preparation of a business plan for a new enterprise. The course would also involve case studies showing how various enterprises have met and solved some of the unique challenges facing those types of businesses. Prerequisite: BMGT 332.

BMGT 457, BMGT 458 Fashion Merchandising Internship I, II

1-6 credits

Practical work experience in a fashion-related industry gained through a coordinated study program between the department and participating corporations, Prerequisite: Senior Standing.

BMGT 480 Cooperative Education II**6 credits**

The second cooperative education experience will provide students with an enhanced hands-on experience in industry. Learners gain practical experience, enhance skills gained in the classroom, and acquire contacts with professionals in business. This course requires students to complete 480 hours in the field, be evaluated by their supervisor and prepare a report. Students must be approved prior to beginning their co-op and should have a Q.P.A. of 3.0 or higher. This is a Pass/Fail course. Prerequisites: BMGT 280 and BMGT 380.

BMGT 295, BMGT 395, BMGT 495**Selected Topics in Business Management I, II, III****1-6 credits****BMGT 296, BMGT 396, BMGT 496****Independent Study in Business Management I, II, III****1-6 credits**

Special Request Independent Study Fee: \$50 per credit.

BUSINESS**BUS 301 Computer Concepts and Applications in Business****3 credits**

Designed to provide students with the necessary background and skills to understand and use microcomputers. Topics include the operating system, spreadsheets, databases and word processing, and the uses and applications of computers in business.

BUS 303 Accounting for Managers I**3 credits**

The basic principles and procedures for gathering, recording, summarizing and interpreting accounting data; analysis of financial statements. Prerequisite: Junior or Senior Standing.

BUS 304 Practical Legal Applications in Business**3 credits**

The sources, nature and substantive principles of American law which affect social and business institutions in our society, moral and ethical dimensions, judicial process, limitations of the power of the judicial system, analysis of court decisions, comparison with other legal systems, and impact of government regulations. Prerequisite: Junior or Senior Standing.

BUS 306 Professional Communication Practices**3 credits**

Students will strengthen the effectiveness of their business writing and presentation skills through individual and team exercises. Numerous writing assignments and a development of a portfolio of their work will provide students with a professional reference packet for use in their chosen career. Various methods of evaluation will be utilized, including feedback from peers. Prerequisite: Junior or Senior Standing.

BUS 307 Professional Quantitative Practices**3 credits**

To prepare the students with quantitative skills needed in business to solve problems, measure production and performance, when necessary. The course will also expose the student to basic concepts in business statistics such as data sets, probability, random variables and statistical inference. These concepts will be applied in other Saturday Fast program requirements. Prerequisite: Junior or Senior Standing.

BUS 308 Quantitative Methods**3 credits**

A study of descriptive and inductive statistics as applied to decision theory. A number of forecasting models are presented along with inventory and linear optimization models. Prerequisite: BUS 307 or MATH 150 or Permission from Advisor.

BUS 310 Fundamentals of Personnel Management and Regulations in the Workplace 3 credits

Selection procedures, training techniques, wage and salary administration, fringe benefits, grievance procedures and disciplinary action; Develops an understanding of the practical application of workplace regulations on day-to-day human resources operations and ways to minimize a company's exposure to lawsuits; in addition topics such as diversity will be discussed.

BUS 311 Business Negotiating**3 credits**

General research, analysis and consideration of concepts in human behavior, conflict resolution and negotiation. Also includes various approaches to negotiating in business. Prerequisite: Junior or Senior Standing.

BUS 313 Global Business**3 credits**

Introduction to the dynamics of conducting business outside the United States. Explores multinational corporation strategies, policies, and various types of environments. Prerequisite: Junior or Senior Standing.

- BUS 315 Essentials of Organizational Leadership and Behavior** 3 credits
Examines the role of the leader as change agent within an organization. Develop an understanding of motivation, leadership, group behavior, organizational structure and processes as they relate to performance and satisfaction in work organizations. Students will work on developing skills in consensus building, conflict management, overcoming resistance to change.
- BUS 401 History Perspectives and Readings** 3 credits
This course will explore historical events and individuals who shaped leadership, organizational and commerce practices of a variety of organizational types. A special focus is placed on the role of history's transferrable lessons to modern organizations. Prerequisite: Junior or Senior Standing or permission of advisor.
- BUS 404 Ethical Leadership** 3 credits
A philosophical investigation of the main concepts and theories of ethics, with applications to fundamental moral questions as they arise in different areas of business. The following issues may be used as illustrations: affirmative action, investment in unethical companies or countries, product safety, whistle blowing and advertising.
- BUS 405 Accounting for Managers II** 3 credits
Use of accounting information for management planning and control and the interpretation of accounting data as a management tool. Prerequisite: BUS 303 or Permission from Advisor.
- BUS 411 Business Information Systems** 3 credits
Provides an understanding of the importance of computer-based information in the success of the business. Emphasis is on the role of information systems within each of the functional areas of business. Major concepts include data management, decision support and management information systems. Prerequisite: BUS 301 or Permission from Advisor.
- BUS 412 Modern Economic Concepts** 3 credits
A survey of economic principles, institutions and problems. The course will provide a review of basic economic understanding while providing some historical and institutional perspective on the United States and world economy. Prerequisite: Junior or Senior Standing.
- BUS 413 Modern Marketing Concepts** 3 credits
An introduction to the language and issues of marketing with an emphasis on learning to develop responsive strategies for reaching consumers to meet business needs. May include such topics as market segmentation, product development, promotion, distribution, and pricing. Introduction to such topics as the external environment, marketing research, international marketing, ethics, and careers in marketing may be included. Prerequisite: Junior or Senior Standing.
- BUS 414 Computer Communications and Research** 3 credits
A review of the importance of computer communications including a discussion of the various on-line databases and the Internet. Emphasis on research and the written skills needed to effectively implement these technologies. Prerequisite: BUS 301 and BUS 306 or Permission from Advisor.
- BUS 417 Dynamics of Business and Strategic Planning** 3 credits
A presentation of the concepts and procedures of strategic planning. Discussion relates strategic planning to the analysis of the external environment and an assessment of the internal strengths and weaknesses of the organization. Prerequisite: Senior Standing or Permission from Advisor.
- BUS 418 Business Finance** 3 credits
The problems associated with the effective management of capital. Includes the development of corporations, the legal aspects, the securities market, and financial planning and development. Prerequisite: BUS 405 or Permission from Advisor.
- BUS 455 Practicum** 3 credits
Each practicum will be individually designed for the student in an area of business, accounting or computer science. When possible, the practicum will be related to present or former work experience. The student will be required to submit a written report to a Business faculty member or a designated committee of the Business School. Prerequisite: Junior or Senior Standing.
- BUS 480 Portfolio Analysis/Senior Project Capstone** 3 credits
The capstone course requires students to collect evidence of learning outcomes throughout the two-year program. Students

will be required to gather, organize, and reflect on the portfolio. Additionally, students will complete a workplace practicum. Students will present their portfolio using technology and audio-visual equipment to a professional audience. Prerequisites: BUS 417 and Senior Standing (Final Quarter); Limited to Business Majors.

COMPUTER SCIENCE/INFORMATION TECHNOLOGY

NOTE: Due to the dynamic nature of Information Technology, there is a constant need to update the courses in this field. Please review the actual program guides for the most recent course requirements. These program guides are available in the office of the School of Business.

CMPS 110 Introduction to Computer Literacy and Information Technology

3 credits

A broad introduction to the vast array of information technologies used today, as well as an introduction to communications in Cyberspace. Students will become familiar with computers through hands-on instruction in operating systems, word processing, spreadsheets, graphics and computer communications.

CMPS 111 Information Literacy

3 credits

Leads the student into the world of information in its various forms and formats. Basic computer skills will be taught and incorporated in the search, organization, reporting and analysis of information.

CMPS 114 Problem Solving with Information Technology

3 credits

A course on how Information Technology impacts organizations and how to use Information Technology to solve problems. Topics include: main concepts of Information Technology at a general level, online collaboration tools, application software, and information literacy as applied to searching and using the Internet. In addition, students will become proficient at an intermediate level in using application software. The student will learn each of the four software applications (Spreadsheets, Database, Word Processing and Presentation) and be able to apply them successfully to problem solving scenarios.

CMPS 116 MicroComputing I

3 credits

An introduction to spreadsheet, database management and communication software. A thorough understanding is achieved through laboratory assignments. Prerequisite: CMPS 110.

CMPS 160 Databases

3 credits

This Database course surveys topics in database systems. The course emphasizes the effective use of database (management) systems. Topics include access methods, data models, query languages, database design, query optimization, concurrency control, recovery, security, integrity, client-server architecture, and distributed database systems. Hands-on use will be a key part of the course.

CMPS 161 Networking and Security

3 credits

This course introduces basic networking and security concepts. It serves as a precursor to the more advanced and specialized networking and security courses. Coverage of topics focuses on identifying and understanding the nomenclature of hardware and software use in modern networks.

CMPS 162 Introduction to Programming

3 credits

This course introduces basic programming concepts. Hands on programming will be a key part of the course. The course is designed to teach and reinforce basic programming techniques and strategies. Prerequisites: CMPS 160.

CMPS 163 Networking and Security

3 credits

This course will provide you with concepts and tools to utilize data for making informed business decisions. We will start with the raw data and work our way to conclusions and examine all the intermediate steps in detail. Topics as data collection, model selection, built-in assumptions, and uncertainty will be at the core of the course. You will familiarize yourself with tools to apply these concepts in practice.

CMPS 204 C Programming for Science and Technology

3 credits

An introduction to standard programming structures (sequence, decision, loops, functions), common programming tasks (input-output, control, sequencing, counting, summing, searching, sorting), and data storage techniques (linked lists, arrays, and files). Applications to engineering technology problems. Prerequisites: NSET 101, CMPS 110 or CMPS 111.

- CMPS 216 MicroComputing II** **3 credits**
Advanced topics in word processing, spreadsheet, database, and presentation management software. A thorough understanding is achieved through laboratory assignments. Prerequisite: CMPS 116.
- CMPS 260 Data Structures** **3 credits**
In this course fundamental data structures will be explored that are indispensable when programming. Some major areas are objects, lists, arrays, stacks, queues, and more. Tradeoffs in terms of computational complexity and operations on these data structures are also discussed. Prerequisites: CMPS 162.
- CMPS 261 Server Management** **3 credits**
In this course, students will learn how to administer a server. This ranges from installing an operating system, remotely installing software packages through a package manager, configuring the system, managing security and encryption, backups, to shell scripting. A big component of this course is lab work. Prerequisites: CMPS 162.
- CMPS 262 Advanced Programming** **3 credits**
This course continues where CMPS 162 and CMPS 260 leave off. The focus will be on problem solving but with a much higher difficulty level. The students will be required to write programs that involve multiple units of organization, e.g., classes. Several advanced algorithms will be discussed and should be implemented by the students. Prerequisites: CMPS 260.
- CMPS 300 Information Technology for Managers** **3 credits**
The course focuses on the computerized and Web-based systems used in business. Topics covered will include knowledge management, customer relationship management, enterprise resource management, and supply chain management.
- CMPS 315 Website Building with HTML** **4 credits**
This course will help students to develop a theoretical and a technical foundation of developing and maintaining a web site. The course includes two parts. The first part includes general Internet literacy and the knowledge of web usability. The second part focuses on creating, designing and publishing content on the Web (HTML, CSS, PDF and graphics). Prerequisites: CMPS 110 or any computer literacy course.
- CMPS 318 Object Oriented Systems Design and Analysis** **3 credits**
This course focuses on the systems analysis and design cycle, with emphasis on the analysis phase. The student will use Unified Modeling Language (UML) to model information systems and the Unified Process as the methodology.
- CMPS 320 Web Design and Development** **4 credits**
This course will provide a foundation in several facets of establishing and maintaining a website with JavaScript. The topics discussed in this course will include essential JavaScript concepts, such as variables, date types, document management objects (DOM), as well as conditional statements and custom functions. A significant part of the course is dedicated to AJAX. Prerequisite: CMPS 315.
- CMPS 321 User Interface Design and Development** **4 credits**
This course focuses on the techniques of programming a user interface in a graphic environment. Topics include the common tools for creating graphic interfaces, rules for consistency, human factors, and intuitive design. Students will work in groups to test an interface of their own design. Prerequisite: CMPS 320 or permission of instructor.
- CMPS 322 Introduction to Programming** **4 credits**
This course will present an introduction to Object Oriented Programming. Object. In this course we will discuss OOP through a modern language such as Java or C++. Hands-on programming will be a key part of the course. The course is designed to teach and reinforce basic programming techniques and strategies. Prerequisite: CMPS 320, CMPS 321.
- CMPS 325 Introduction to Database Systems** **4 credits**
This Database course surveys topics in database systems. The course emphasizes the effective use of database (management) systems. Topics include access methods, data models, query languages, database design, query optimization, concurrency control, recovery, security, integrity, client-server architecture, and distributed database systems. Hands-on use will be a key part of the course. Prerequisite: CMPS 320.
- CMPS 330 Electronic Commerce I** **3 credits**
This course provides information and analysis of e-commerce. Course topics include - e-commerce business models, e-commerce infrastructure, implementing an e-commerce website, e-commerce security and payment systems, e-commerce marketing concepts, ethical, social and political e-commerce issues, social networks, and how highly portable, place-aware, always-with-you

personal devices are expanding the e-commerce environment.

CMPS 332 Computer Security and the Law

3 credits

The course concentrates on cybercrime and its impact upon the system of criminal justice, It includes (but is not limited to) computer-based economic crime, electronic commerce, ethical challenges, the Computer Fraud and Abuse Act. Includes the laws regulating IS in the specific areas, such as healthcare.

CMPS 335 Cryptology and Data Protection

3 credits

The focus of this course is on the security of the database supporting technologies, such as securing database data by using data encryption. Prerequisite: CMPS 325.

CMPS 338 Network Security

4 credits

In this course students will learn the mechanisms of protecting computer networks from the attacks and reducing their vulnerability. They will learn to plan and support secure networks. Finally, they will learn the mechanisms of data encryption and the major data encryption algorithms applied in networking. Prerequisite: CMPS 452.

CMPS 355, CMPS 356 Internship in Computer Science I, II

3 credits

Part-time job experience approved by the department in a local business or industrial firm. Method of evaluation is agreed upon by the departmental and job-site supervisors. May include periodic reports, a day-by-day journal, computer programs with documentation, user's manuals and/or demonstrations. Prerequisites: Junior Standing and permission.

CMPS 360 Survey of Programming Languages

3 credits

This course provides students with a wide array of programming languages and emphasizes strengths and weaknesses relative to a given problem. Students will work on a practical problem in a language of choice to gain real world experience. Prerequisites: CMPS 261, CMPS 262.

CMPS 361 Web Application Development

3 credits

This course will provide a foundation in several facets of establishing and maintaining a website. This includes the latest advances in client side as well as server side technologies. The goal is to have students design, implement, and run advanced web applications. It will also cover in some detail the protocols required for web development. Prerequisites: CMPS 261, CMPS 262.

CMPS 362 Networking

3 credits

Techniques for the design of computer networks beyond the user level are discussed. Perspectives on network design, estimation of traffic demand and application requirements, network cost analysis, topological design, and virtual network design, wireless network design issues are also discussed. Prerequisites: CMPS 161.

CMPS 363 Digital Security

3 credits

This class will provide an overview of computer security. The concepts of security in the context of the digital world will be discussed. The nuts and bolts of threat prevention, detection and removal are discussed. The student will be required to use a lab environment to simulate troubleshooting, preventing and fixing problems. Prerequisites: CMPS 161.

CMPS 364 NoSQL Databases

3 credits

This course explores modern databases that do not strictly follow the relational database design and SQL. Advantages and disadvantages will be discussed. Students will be required to work with at least one NoSQL databases and write a program that utilizes it. Prerequisites: CMPS 163, CMPS 261.

CMPS 406 Server Management

4 credits

In the server management course the students will learn about managing different servers, such as web servers, DB servers, and application servers.

CMPS 422 Intermediate Programming

4 credits

This course is a continuation of Introduction to Programming and presents more advanced topics in Object Oriented Programming. Hands-on programming will be a key part of the course. The course is designed to teach and reinforce intermediate to advanced programming techniques and strategies. Prerequisite: CMPS 322.

CMPS 423 Secure Programming

4 credits

The goal of this course is to teach students to identify the vulnerabilities of business applications and to decrease their number by creating more secure applications. The students will be able to: identify attacks, configure applications, develop authentication and authorization techniques, understand security controls, and deploy security. In the end each student will develop a data driven

application addressing all security issues discussed in the course. Prerequisite: CMPS 322.

CMPS 425 Advanced Database Systems

4 credits

Introduction to Database Systems was largely devoted to the effective use of database systems; the subject matter of this course is the design and implementation of these systems. The student will learn principles underlying the construction of database systems, particularly relational ones, and apply these principles to an actual semester long group project. The project is a good sized one, and provides an opportunity for the application of software engineering principles. Prerequisite: CMPS 325.

CMPS 430 Electronic Commerce II

3 credits

A continuation of Electronic Commerce I and may include some of the topics in Electronic Commerce I or an in-depth review of these topics. Prerequisite: CMPS 330.

CMPS 444 Security Issues in Information Technology

3 credits

This is a topics class that will provide an overview of computer security. The concepts of security will be explained, along with some of the nuts and bolts in securing computers and networks. Prerequisite: CMPS 320, CMPS 452.

CMPS 445 Information Assurance

3 credits

The concentration areas of this course are the principles of building a comprehensive security model for businesses, government agencies, and other enterprises. The students will address multiple corporate security-related issues from a managerial perspective. One of the course objectives is discussing real business cases in terms of IT security.

CMPS 452 Introduction to Network Design

3 credits

This course is designed to include those topics beyond the user level that will be essential for supervisors and managers of an automated facility. The course includes strategic telecommunications and network planning, network analysis, network maintenance and network applications. Course projects will include evaluation of networks, networking opportunities and decision processes for acquiring and maintaining network and telecommunications systems. Students will be expected to use existing systems and applications during the course. Prerequisite: CMPS 320 or Permission of Instructor.

CMPS 460 Mobile Application Development

3 credits

In this course, students will learn how to develop applications for mobile devices. Mobile devices are more restricted in screen space but also have new opportunities such as built in GPS. This course requires completing a group project for a given mobile platform. Prerequisites: CMPS 361.

CMPS 461 Big Data Applications

3 credits

This course continues where CMPS 364 leaves off and focuses on architectures and implementations that are able to handle large data sets. For this course several tools will be applied to real data sets. Prerequisites: CMPS 364.

CMPS 462 Data Mining

3 credits

A follow up course on CMPS 163 that is much more technical. In addition to a mathematical understanding of algorithms this course also lets students implement their own algorithms. Prerequisites: CMPS 163, CMPS 261, and CMPS 262.

CMPS 463 Entrepreneurship for Software Developers

3 credits

Course in which students will learn how to commercialize their ideas and software into a profitable business. The focus is on customer development, i.e., acquiring customers, and uses the lean business model canvas. The essential element of this course is to create a prototype and investigate whether a customer base can be identified. Prerequisites: CMPS 163 and CMPS 361.

CMPS 464 Software Development for E-Commerce

3 credits

The course will give students a clear understanding of the field of electronic commerce. Included will be the fundamental business processes/plans that are necessary to understand before conducting electronic commerce. The student will learn principles underlying the construction of data driven systems, particularly relational ones, and apply these principles to an actual semester long group project. The project is a good sized one, and provides an opportunity for the application of software engineering principles. Prerequisites: CMPS 163 and CMPS 361.

CMPS 480 Senior Project

4 credits

In this course the student will demonstrate their mastery of material undertaken in coursework by selecting and creating a programming solution to a significant business application. The group will work together to construct their solution and present a working model of their problem to the class. This project is designed to give the student a hands-on demonstration of their coursework suitable for a portfolio of accomplishments. Prerequisites: All I.T. Core Classes..

CMPS 295, CMPS 395, CMPS 495
Selected Topics in Computer Science I, II, III 1-6 credits

CMPS 296, CMPS 396, CMPS 496
Independent Study in Computer Science I, II, III 1-6 credits
Special Request Independent Study Fee: \$50 per credit.

COMMUNITY LEADERSHIP

CMLD 215 Introduction to Community Leadership: Leadership in Non-Profit Organizations 3 credits
This course lays the foundation to leadership in non-profit organizations. The nuances of the non-profit organization infrastructure and human resource needs are presented. Leadership theories and models are applied to the non-profit sector.

CMLD 395/495 – Special Topics in Community Leadership 3 credits

ECONOMICS

ECON 201 Principles of Economics/Macroeconomics 3 credits
An introductory analysis of economic theory as applied to fiscal and monetary policy affairs.

ECON 202 Principles of Economics/Microeconomics 3 credits
An introduction to the pricing and allocation mechanism of the classical market economy.

ECON 203 Economic History of the United States 3 credits
A study of the evolutionary development of the United States from the colonial subsistence level to the present day.

ECON 205 Survey of Economic Thought 3 credits
This course will introduce students to the ideas of major figures from antiquity to the present times and explore the reasons such ideas revolutionized the field of economics. Moreover, the major schools of economic setting will be examined. Prerequisites: ECON 201, ECON 202.

ECON 306 Economics of Money and Banking 3 credits
The functioning of our monetary and banking system and the possible effects of monetary policy on the economy. Examines the ways domestic monetary policies affect global financial markets and international monetary arrangements. Prerequisite: ECON 201 or ECON 202.

ECON 310 Intermediate Price Theory 3 credits
An insight into the determination of prices and quantities under various types of market conditions. Prerequisite: ECON 202.

ECON 312 Management Science 3 credits
The basic operations of research technology used in managerial and statistical decision-making: mathematical programming, inventory models and queuing theory. Dual listed as BMGT 310. Prerequisites: MATH 175, MATH 180; BMGT 208.

ECON 405 Comparative Economic Systems 3 credits
This class provides a comparative and contrasting perspective of different economic systems. It explores the way economies function under the umbrella of different philosophies, institutions and processes. Prerequisites: ECON 201, ECON 202.

ECON 417 Economic Growth and Development 3 credits
An analysis of theories of economic growth and development will be presented here. An attempt will be made to explore the dynamics of various countries at different stages of development so as to determine effective and efficient ways that may contribute to more advanced rates of growth especially for the lesser developed and developing countries. Prerequisites: ECON 201, ECON 202, ECON 310.

ECON 418 Modern Economic Thought 3 credits
This is a more advanced, more thorough and more analytical approach to the ECON 205-Survey of Economic Thought class. The fundamental ideas of the major schools of economic thought will be examined so as to determine their impacts on economic policies, Austrian, Marxist, Keynesian, Neo-Classical and Institutional perspectives will be analyzed systematically. Policy

discussions and applications of these economic ideas will be pursued in the current economic environment. Prerequisites: ECON 201, 202, 205.

ECON 419 Economics of Social Issues

3 credits

The course explores social issues such as poverty, government controls, crime, pollution, education, market imperfections and their impact on the economy. A policy approach will be used to see how the impacts of problems can be minimized or solved so as to enhance social and individual wellbeing. Prerequisites: ECON 201, ECON 202.

ECON 421 International Economics

3 credits

A study of international trade covering topics such as absolute and comparative costs, factor movements, balance of payments, barriers of trade, the impact of exchange rate fluctuations on trade and multinational corporate issues. Prerequisite: ECON 201 or ECON 202.

ECON 431 International Finance

3 credits

This class examines aspects of the international financial arena. It explores systematically the ways corporations function in the international financial setting. It examines the role international financial institutions and the significance of exchange rate fluctuations in corporate behavior and performance. Prerequisites: ECON 201, ECON 202.

ECON 461 Risk Management

3 credits

Risk management will enable organizations to identify strategies so as to deal effectively with risky possibilities that can impact detrimentally the organization. Risk management techniques and strategies will be discussed to preserve an organization's value. Such strategies may include, hedging, insurance, contingent financing and changes in organizational design that will enable an organization to overcome shocks of both a domestic and global nature. Prerequisites: ECON 201, ECON 202, ECON 310.

ECON 295, ECON 395, ECON 495 Special Topics in Economics I, II, III

1-6 credits

ECON 296, ECON 396, ECON 496

Independent Study in Economics I, II, III

1-6 credits

Special topics in economics have included: Forensic Economics, Economics of Investment, Economics and the Law, Current Economic Issues, Practical Economics in the Workplace. Special Request Independent Study Fee: \$50 per credit.

LEADERSHIP

LEAD 110 Introduction to the Study of Leadership

3 credits

Lays the foundation for an academic study of leadership as a process in organizations. Key terms, concepts and theories are presented and examined to serve as tools for subsequent analysis and application. Considerable attention is given to the historical evolution of leadership as a focus of study as well as individual, situational, transactional and transformational approaches.

LEAD 140 Leadership Skills

3 credits

Provides students with feedback on their own leadership style through leadership instruments, exercises and feedback. Course will include measurement and skill development in personality, critical thinking, decision-making, communication, conflict-management, contingency leadership (LPC), and other key areas.

LEAD 210 The Face of Leadership

3 credits

This is a highly interactive course that allows the student to explore the phenomenon of leadership through film, theater, and literature (novel, poetry, epic, history, and biography). Students will view selected works through the lens of current models of organizational leadership in order to make statements, evaluations, and prescriptions for their own practical application of leadership. Students may be asked to spend time out of the classroom viewing films or attending productions at the Pittsburgh Playhouse. Prerequisite: LEAD 110.

LEAD 215 Introduction to Interpersonal Communications for Leaders

3 credits

This course introduces communication theory, models and application. Students will explore and identify personal style, assess impact and opportunities for communicating across perceived barriers.

LEAD 305 Organizational Communications for Leaders

3 credits

This course offers leadership students the opportunity to examine how leaders in organizations share information with members of the internal community and with those outside of the organization. Communication styles as they relate to leadership roles within the organization are discussed as well as using communication to facilitate change with an organization. Topics will

include effective personal communication skills, audience analysis, written and electronic communication and the development of successful listening skills.

LEAD 312 Leadership: Confluence of Emotional and Cultural Acumen 3 credits

Students will explore the concepts of emotional intelligence and cultural intelligence and consider their level of EI/CI as they complete instruments, exercises and gain insight on the various styles of leadership that do not sacrifice the essential connections that binds a network or system of people. This course will facilitate students in understanding, recognizing, and honing these skills as well as the application of EI/CI to advancing organizational change.

LEAD 315 Leading Organizational Change 3 credits

Examines the role of the leader as change agent within an organization. Students will develop mastery in visioning, the action-research process, strategic leadership, consensus building, conflict management, overcoming resistance to change, performance evaluation, and selected organization development interventions.

LEAD 317 Understanding Gender and Power: Gender, Dynamics in Leadership 3 credits

This course explores four frames of gender: (1) fix women, (2) celebrate differences, (3) create equal opportunities, and (4) revise the work culture. Leadership majors will explore the nuances of gender in the workplace; looking not only at women's issues – gender will be viewed as a central organizational element and the implications for women, men and how the meaning of work is being (re)defined. Students will examine how power is used and the dis-interpreted in the context of women: women as well as men: men, and women: men; on how career-goals and strategies are developed, and how the changing roles of women and men are impacting the essence of work, health benefits and more.

LEAD 405 Leadership Skills for Emerging Leaders 3 credits

Provides students with feedback on their own leadership style through leadership instruments, assessments and exercises. Course will include measurement and skill development in personality, critical thinking, decision-making, vertical and horizontal communication strategies, leader communication styles within the context of leadership and organizational models, conflict-management, with attention to critical aspects of growth, change, adult development, underlying abilities, and competencies needed to lead effectively in diverse organizations.

LEAD 410 Ethical Leadership: Challenges Facing 21st Century Leaders 3 credits

This source incorporates organizational studies and ethical leadership challenges; includes exploration of leadership challenges within multinational organizations. Students will examine the codes of ethics found in various organizational environments, consider the complexity of multinational organizations and cultural expectations, and the impact of moral values on decisions in the organization with emphasis on the ethical dilemmas that leaders and followers face-including political, legal, social, and environmental issues.

LEAD 415 Systems Thinking for Emerging Leaders 3 credits

Demonstrates the interdependency of the human-eco system, the necessity for leaders to understand complexities, and the need to discern and convey simplicities. This introduction to systems thinking requires a holistic frame of reference that will facilitate leadership students' peel away at the layers of perceptions, anchors, and self-inflicted barriers.

LEAD 417 Problem-solving and Strategic Planning Techniques for Leaders 3 credits

Analyzes the role and responsibilities of leaders in the development of organizational strategic initiatives. Leadership students have an opportunity to learn how decision and choice theory are applied to problem identification and problem solving, assessing both individual and organizational needs, the alignment of human and capital resources, organizational climate, and the identification of key actors and stakeholders within an organization to develop and implement strategic initiatives.

LEAD 445 Career Development and Succession Strategies for Leaders 3 credits

In this course, students will analyze the role and responsibility of leaders in creating talent-driven cultures and research organizations that employ strategic, systematic strategies designed to develop leadership competencies. Based on research, assessments and feedback, students will present their leader-portfolio and talent-driven model.

LEAD 460 Leading in the Metanational Environment 3 credits

Metanational organizations view the world as a global canvas with pockets of technology, market intelligence, and dynamic capabilities. Leaders of these organizations see untapped potential and innovate more effectively. Leadership students will examine the strengths of this acumen; learn what it means to prospect and attract new pockets of dispersed knowledge, leverage innovation, and optimize integrated networks. Leadership students will learn about the inter-relationships of various organizations, agencies and international networks.

LEAD 395, 495 Special Topics in Leadership

3 credits

LEADERSHIP DEVELOPMENT

LDRD 310 Qualitative Inquiry

3 credits

This course will introduce students to qualitative research methods and project-based community research. Guidance will be provided in designing a project proposal, using the library and internet-based resources to conduct advanced literature searches, and to analyze and interpret qualitative data.

LDRD 320 Leaders as Mentors

3 credits

This course explores mentoring concepts and processes with considerable attention to leaders developing skills as a mentor and/or mentee. Through analysis and interactive discussion provide cognitive links between mentoring relationships and leadership theories.

LDRD 441 Leadership in Virtual Organizations

3 credits

This online course will the dynamics of the virtual environment giving leadership students exposure to the tools and expectations for being effective participants in the evolving virtual workplace: cultural attitudes toward technology, preserving communication context, using information technology, working in virtual teams, information exchange, as well as health, well-being and organizational effectiveness in the virtual workplace. Participants will be working in the 'virtual classroom' for seven weeks.

LDRD 395/495 - Special Topics in Leadership Development

3 credits

PUBLIC ADMINISTRATION

PADM 105 Applied Public Administration Workshops

1-6 credits

To increase professional competency in field situations, intensive weekend workshops are offered primarily on a non-degree, no-credit basis. However, they can be applied as advanced standing credit to the Public Administration degree program.

PADM 205 Urban Politics

3 credits

This course identifies and explores the political, governmental and community conceptualizations of problems and solutions in an urban environment. The course will focus on the interaction between elected officials, community groups and government leaders. Pre-requisite: POLS 202.

PADM 206 Non-Profit Organizations

3 credits

This course is an introduction to leadership in nonprofit organizations (NPO). Topics include the theoretical, historical and legal foundations of NPOs, governance, fundraising, accountability, personnel and ethics.

PADM 210 Public Administration

3 credits

This course is an intensive study of governmental and non-profit organizations, including organizational structures and functions, including planning, budget, finance, management and leadership. The course emphasizes the interaction and interrelationship of agencies and administrators at all levels of government and the non-profit sector. Dual listed as POLS 204.

PADM 211 Principles of Management

3 credits

Emphasis on the major theories and functions of management. Students develop an understanding of why management is needed in all organizations and what constitutes good management. Dual listed as BMGT 208. Pre-requisite: BMGT 101 or PADM 210.

PADM 214 Public Budgeting and Finance

3 credits

This course addresses the principles of governmental and non-profit organizations' revenue, expenditure and budgeting. A special focus is placed on the planning and management aspects of budgeting, and the associated measurements and evaluation. Pre-requisite: PADM 210 or PADM 206 or permission.

PADM 301 Operational Methods for Public Management

3 credits

This course applies quantitative analysis and forecasting methods to plan and evaluate decisions in public agencies. Additional topics include basic research design and techniques, and reading and interpreting research findings. Pre-requisites: PADM 210 and MATH 150; ECON 201 or 202 or permission of the instructor..

PADM 302 - Leading Organizational Change**3 credits**

Examines the role of the leader as change agent within an organization. Students will develop knowledge and skills in strategic leadership, consensus building, conflict management, overcoming resistance to change, performance evaluation, and selected organization development interventions. Dual listed as LEAD 315.

PADM 303 Policy and Decision Analysis**3 credits**

This course will cover quantitative, qualitative and mixed-methods approaches to defining, structuring, analyzing and evaluating policies and decisions in government and non-profit agencies. Pre-requisites: PADM 210 and MATH 150 (or greater) or permission of the instructor.

PADM 308 Theories of Public Organization**3 credits**

Organizational structure affects the function and performance of public agencies. Topics in this course include the elements, concepts and principles of organizational theories and leadership development in government and non-profit agencies. Pre-requisite: PADM 210 or BMGT 208 or permission.

PADM 311 Special Employee Relations in Public Agencies**3 credits**

This course includes the legal and managerial considerations regarding human resources and employee relations in government and non-profit agencies. Special emphasis will be on civil service employees and those represented by collective bargaining units, including negotiation and dispute resolution processes. Additional topics include special personnel relationships, such as contract and temporary employees, and volunteers in public service. Pre-requisite: PADM 210 or PADM 206 or BMGT 207 or BMGT 208 or permission.

PADM 312 Introduction to Administrative Law**3 credits**

This course provides a foundation in constitutional, statutory, common and agency-made law as it applies to the powers, procedures and judicial review of public agencies. Prerequisite: PADM 210 or BMGT 201 or POLS 209.

PADM 314 Public Budgeting and Finance II**3 credits**

This course is a continuation of PADM214 and focuses on gathering and analyzing data to build and present line item and program budgets, narratives and presentations. This course will include the use of computer spreadsheet applications (such as MS Excel). Prerequisite: PADM 214 or permission of instructor.

PADM 317 Legal Aspects of Nonprofit Organizations**3 credits**

This course presents an overview of the legal and ethical issues confronting non-profit organizations. Prerequisites: PADM 206 or PADM 210 or permission.

PADM 320 Emergency and Disaster Preparedness**3 credits**

Emergencies and disasters affect the business, non-profit and governmental sectors, as well as residents, customers and employees. This course will introduce the student to the types of disasters faced by the community and the preparedness measures necessary for organizational continuity of operations and business recovery. Dual listed as BMGT 222.

PADM 322 - Disaster Planning and Control**3 credits**

This course examines the concepts and principles of community risk assessment and response to and recovery from natural and man-made disasters. The focus of the course will be on the legal and organizational frameworks, roles and responsibilities of public, non-profit and private agencies in preparedness and response. Pre-requisite: PADM 210; PADM 222 or permission.

PADM 330 Fire and Emergency Services Administration**3 credits**

This course is designed to be a progressive primer for students who want more knowledge about fire and emergency services administration. The course demonstrates the importance of the following skills, necessary to manage and lead a fire and emergency services department through the challenges and changes of the 21st century. Prerequisite: Junior Standing or prior Fire/EMS experience.

PADM 331 Political and Legal Foundations of Fire Protection**3 credits**

This course examines the legal aspects of the fire service and the political and social impacts of legal issues. This course includes a review of the American legal system and in-depth coverage of legal and political issues involving employment and personnel matters, administrative and operational matters, planning and code enforcement, and legislative and political processes with regard to the fire service. Prerequisite: Junior status or prior Fire/EMS experience.

PADM 332 Fire Prevention Organization and Management**3 credits**

This course examines the factors that shape fire risk and the tools for fire prevention, including risk reduction education, codes and standards, inspection and plans review, fire investigation, research, master planning, various types of influences, and strategies. Prerequisite: Junior Standing or prior Fire/EMS experience.

PADM 335 Personnel Management for Fire and Emergency Services**3 credits**

The course examines relationships and issues in personnel administration and human resource development within the context of fire-related organizations, including personnel management, organizational development, productivity, recruitment and selection, performance management systems, discipline and collective bargaining. Prerequisite: Junior Standing or prior Fire/EMS experience.

PADM 336 Community Planning and Risk Reduction**3 credits**

This course provides a theoretical framework for understanding the ethical, sociological, organizational, political and legal components of community planning and risk reduction. Topics include comprehensive planning, zoning, building, fire and life safety codes. Prerequisite: PADM 210 or permission

PADM 340 Foundations of Emergency Medical Services**3 credits**

An overview of the design and operation of emergency medical services (EMS) systems, delivery of services, and the echelons of care. The history of EMS, the interface of public and private organizations and review of the various personnel who comprise these systems will be examined in relation to their impact on the health care delivery system. Prerequisite: Junior Standing or prior Fire/EMS experience.

PADM 341 EMS Management**3 credits**

This course provides the emergency medical services (EMS) leader with the knowledge, skills and abilities necessary for high performance services. Topics include interagency relations, strategic planning, personnel development, fleet management, data collection, communications and incident management for private, government and volunteer-based services. Prerequisites: Junior Standing or prior Fire/EMS experience.

PADM 342 EMS Community Risk Reduction**3 credits**

This course explores the health and injury risks faced by our communities, the demands they place on the emergency medical service (EMS) system, and public education and prevention strategies to reduce their impact. Topics include determining and understanding community demographics, morbidity and mortality studies, emergency care resources and effective communication of risk and prevention. Prerequisite: Junior Standing or prior Fire/EMS experience.

PADM 345 EMS Safety and Risk Management**3 credits**

This course introduces the student to the risk management principles of an EMS agency. The emphasis is on safety from the perspective of the field provider. Prerequisite: Junior Standing or prior Fire/EMS experience.

PADM 346 Legal, Political, and Regulatory Issues in EMS**3 credits**

This course examines the legal aspects of emergency medical services (EMS) and the political and social impacts of legal issues. This course includes a review of the American legal system and in-depth coverage of legal and political issues involving operations, personnel, healthcare regulations, reimbursement and insurance. Prerequisite: Junior Standing or prior Fire/EMS experience.

PADM 381 History Perspective & Reading**3 credits**

This course will explore historical events and individuals who shaped leadership, organizational and commerce practices of a variety of organizational types. A special focus is placed on the role of history's transferrable lessons to modern organizations.

PADM 405 Leading Nonprofit Organizations**3 credits**

Examines approaches to leading non-profit organizations. In this course, students will explore the key tenets of mission-focused leadership, how non-profit organizations build capacity, organize volunteers, create strategic alliances, develop fundraising strategies, and optimize community as well as board member relationships. Prerequisite: PADM 214, PADM 317 and SAEM 440.

PADM 410 Advanced Seminar in Applied Public Management**3 credits**

Designed to capstone other course in the PADM major, this course presents advanced applications of the principles of public administration. Prerequisites: Junior Standing and five courses in Public Administration.

PADM 411 Public Administration Internship**3 credits**

A field experience in areas directly related to public sector employment. Evaluated on a satisfactory/unsatisfactory basis, proficiency requirements are determined through a student contract with the supervising faculty member. Offered during the Fall

and Spring terms. Prerequisites: Junior Standing and five courses in Public Administration.

PADM 430 Applications of Fire Research

3 credits

This course examines the basic principles of research and methodology for analyzing current fire-related research. The course also provides a framework for conducting and evaluating independent research in the following areas: fire dynamics, fire test standards and codes, fire safety, fire modeling, structural fire safety, life safety, firefighter health and safety, automatic detection and suppression, transportation fire hazards, risk analysis and loss control, fire service applied research and new trends in fire-related research. Prerequisite: Senior Standing and PADM 301 or PADM 303, or permission of instructor.

PADM 440 EMS Quality and Performance Management

3 credits

How do we know that emergency medical services (EMS) are meeting the standards and needs of the community? The course includes quantitative, qualitative and mixed methods research approaches, applies to quality assurance, program evaluation and customer service to validate and improve patient care and transport. Prerequisite: Senior Standing and PADM 301 or PADM 303, or permission of instructor.

PADM 295, PADM 395, PADM 495 Special Topics in Public Administration I, II, III 1-6 credits

PADM 296, PADM 396, PADM 496 Independent Study in Public Administration I, II, III 1-6 credits

Special Request Independent Study Fee: \$50 per credit.

SPORTS, ARTS AND ENTERTAINMENT MANAGEMENT

SAEM 101 Introduction to the SAE Business

3 credits

This course will provide a broad overview of the structure of the sports, arts, and entertainment (SAE) industry. Emphasis is on SAE as a business; its marketing strategies, communication, programming, operations, facility management, etc. Students will gain a comprehensive understanding of the sports SAE industry through lectures, guest speakers, in-class presentations, dialogue and discussions, research, and various reading sources. Open to all University Majors.

SAEM 201 Event Management

3 credits

This class will examine the foundation of sports, arts, and entertainment event management. Students will understand concept development, site selection, marketing, budgeting, sponsorship and volunteer management for events. The course will address major trends and successful business practices in event management today. Prerequisites: SAEM 101.

SAEM 202 Marketing and Promotion for SAEM

3 credits

Students will be able to apply fundamental marketing and promotional concepts to the sports, arts and entertainment industry. Utilizing these theories, students will identify the consumer and product markets and develop appropriate marketing and promotional plans. Prerequisites: SAEM 101

SAEM 230 The Business of Concert Promotion and Touring

3 credits

This course is a practical guide to creating, selling, organizing, and staging concerts and tours. Topics include: creating the show, being paid, budgeting, promoting and ticketing the show, making money on the road, various types of talent buyers and much more! Prerequisites: SAEM major; Sophomore Standing.

SAEM 231 Concert and Music Festival Touring

3 credits

This course will focus on several advanced aspects of the Concert and Music Festival industry. It will give students a deeper look into the touring industry of concert promotion, booking bands, duties of a talent agent and band managers and the general knowledge of jobs and opportunities available in the live entertainment industry. Prerequisites: SAEM major; Sophomore Standing.

SAEM 250 Career Prep

1 credit

This course will prepare each student for their formal review by a board to determine each student's ability to continue in the Sports, Arts & Entertainment program at Point Park University. Emphasis will be placed on resume and cover letter writing, mock interviews, E-Portfolio and various other methods to adequately prepare students for possible internship opportunities. Prerequisites: SAEM major; Sophomore Standing.

SAEM 301 Facilities and Venue Design and Administration

3 credits

This course focuses on the principles and practices of operating Sports, Arts, and Entertainment venues and recreational facilities. Emphasis is on the management of such facilities, in addition to transportation, security, time management, and other

related issues. This course also focuses on the technical demands and methods for equipping and setting up sports, arts, and entertainment venues. Special attention will be given to location acoustics, video and sound recording, identifying and recruiting technical and design experts, and special equipment needs. Prerequisites: SAEM major; SAEM 201; SAEM 202.

SAEM 303 Sports, Arts, and Entertainment Advertising and Public Relations 3 credits

This course explores Sports, Arts and Entertainment both as vehicles for product services advertising and public relations as well as entities that are in constant need of advertising and public relations. Course covers strategies/tactics for promoting via advertising and public relations as well as how to maximize revenue growth through offering the same to clients. Prerequisites: SAEM major; SAEM 201; SAEM 202.

SAEM 304 Business Models of Sports, Arts, and Entertainment 3 credits

This course focuses on understanding the elements that define a company's business model, which describes the rationale of how an organization creates, delivers and captures value. The purpose of the business model concept for investors and bankers is a quick way to evaluate a business. Specific topics include: examination past, present and possible future business models, project financing and budgeting; the economic impact of the industry, and fundraising. Prerequisites: SAEM major; Junior or Senior Standing; ACCT 101, ACCT 102 & ACCT 203.

SAEM 350 Sports, Arts, and Entertainment Management Internship(s) 3-9-credits-each

Internships provide students with hands on experience at sports, arts, and entertainment organizations. Students gain practical experience, enhance skills learned in the classroom, and acquire contacts with professionals in SAEM. This course requires students to complete 200 hours in the field, be evaluated by their supervisors and prepare a report. For SAEM/COPA dual majors who are considering continuing for their MBA, a total of 250 hours is required. Students must be approved prior to beginning their internship and should have a Q.P.A. of 3.0 or higher. Prerequisites: SAEM major with approval; SAEM 250.

SAEM 351 Performing Arts Management 3 credits

This course serves as an examination of the nonprofit performing arts industry including theatre, dance, classical music, and opera, through the prospective of an arts impresario. Specifically, this course examines board management, staffing, human resources, marketing, fundraising, and financing for arts organizations as well as trends in arts participation and the role of technology in the arts. Prerequisites: Junior, Senior Standing or above.

SAEM 352 Business of Live Entertainment 3 credits

This course will focus on all aspects of the live entertainment business. This course is designed to give students a practical real world entertainment business education. Highlights include training in the fundamentals of the entertainment business, which include marketing and promotion, advertising, finance, production, venue management, artist management, artist touring, record labels, ticketing operations, sponsorship and accounting. This course will give students, particularly those interested in pursuing a career in the entertainment industry, the tools necessary to achieve such goals. The goal is to assist and train students to one day become entertainment industry executives. Prerequisites: SAEM major; Junior or Senior Standing.

SAEM 353 Talent Management 3 credits

This course provides the academic foundation for individuals interested in pursuing a career as a sports agent/talent agent. The course serves as an overview of the issues involved with talent management. Topics include: the history of the agent industry; federal, state, and university rules and regulations; client recruitment; draft preparation; contract negotiations; and the branding of a client. In addition students will explore client relations, tax preparation and estate planning. Prerequisites: SAEM major; Junior or Senior Standing.

SAEM 354 Media Management 3 credits

This course examines the attributes of managing and operating an electronic media property in the age of constant technology innovation. Course outline includes financial management, human resources, programming, sales and federal regulations. This course will provide a broad understanding of the business economics underlying the rapidly changing media business and a more focused understanding of how to apply marketing principles and concepts to media strategies. Media management and marketing is designed to provide students with detailed insight into the structures, processes, economics and education surrounding the media industries in the United States in the early 21st century. Prerequisites: SAEM major; Junior or Senior Standing.

SAEM 401 Legal Aspects of Sports, Arts and Entertainment 3 credits

Utilizing case law, this course will provide an in depth discussion of the role of the law in the sports, art and entertainment industry. Students will gain a comprehensive understanding of the SAE industry through in-class discussion, legal briefings, textbook and trade publications. Prerequisites: SAEM major; BMGT 201; Senior Standing.

SAEM 440 Essential Fundraising Principles**3 credits**

This course encompasses the fundamental theories behind designing a fundraising plan for nonprofit arts organizations, as well as practical experience in writing an annual fund appeal, researching foundations and composing a grant. Techniques for soliciting various sources of contributed income will be discussed, including: individuals, corporations, foundations and government entities. Additional topics consist of: internal/external forces affecting fundraising, ethics, stewardship and leading and building a fundraising team. Prerequisites: Open to all University majors; Junior or Senior Standing.

SAEM 450 Senior Seminar in Sports, Arts, and Entertainment**3 credits**

This Capstone course provides an opportunity for integration and reflection on the entire SAEM curriculum. This highly interactive and participative course invites students finalize the electronic portfolios. Emphasis will also be placed on written and oral communication as well as on resume writing and interviewing for Sports, Arts and Entertainment careers.

SAEM 460 Sports, Arts and Entertainment Management Internship II**3 credits**

Internships provide students with hands on experience at sports, arts, and entertainment organizations. Students gain practical experience, enhance skills learned in the classroom, and acquire contacts with professionals in SAEM. This course requires students to complete 200 hours in the field, be evaluated by their supervisor and prepare a report. For SAEM/COPA dual majors who are considering continuing for their MBA, a total of 250 hours is required. Students must be approved prior to beginning their internship and should have a Q.P.A. of 3.0 or higher. Prerequisite: SAEM major with approval; SAEM 350

SAEM 461 Sports, Arts and Entertainment Management Internship III**3 credits**

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