

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 214.
- 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 214.
- 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 210 Introduction to Financial Accounting** **3 credits**
Introduction to and application of financial accounting concepts relating to the importance of accounting in business and the application of generally accepted accounting principles related to the collection, recording, analysis, interpretation and reporting of financial accounting information. Prerequisite: MATH 180.

- ACCT 220 Managerial Accounting** **3 credits**
 Introduction to and application of managerial accounting concepts related to the use and interpretation of accounting data in decision making. Prerequisite: ACCT 210.
- ACCT 230 Accounting Information Systems** **3 credits**
 An introduction to computerized accounting information systems. Financial data processing and reporting, including application of accounting concepts, principles and preparation of reports, using systems commonly used in actual practice. Prerequisite: ACCT 210.
- 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 214.
- 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 214 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 310 Intermediate Financial Accounting** **3 credits**
 A study of accounting standards, the conceptual framework and financial reporting with a focus on the income statement, the balance sheet, the statement of cash flows, and a detailed examination of accounting concepts related to cash, receivables and inventories. Prerequisite: ACCT 210, CMPS 214.
- ACCT 311 Intermediate Financial Accounting II** **3 credits**
 A study of accounting standards, the conceptual framework and financial reporting with a focus on property, plant and equipment, intangible assets, depreciation, amortization, impairments, liabilities, and equity. Prerequisite: ACCT 310.
- ACCT 312 Intermediate Financial Accounting III** **3 credits**
 A study of accounting standards, the conceptual framework and financial reporting with a focus on revenue recognition, income taxes, leases, pension, and post-retirement benefits. Prerequisite: ACCT 311
- ACCT 320 Cost Accounting** **3 credits**
 Principles and procedures for determining unit cost of production, job order cost and standard process cost systems. Prerequisite: ACCT 210, ACCT 220, CMPS 214.
- ACCT 350 Federal Taxation** **3 credits**
 Basic principles and procedures of Federal Taxation with an emphasis on individual taxpayers. Prerequisites: ACCT 210, CMPS 214 or permission of instructor.
- 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 381 Accounting Internship I	3 credits
Part-time job experience approved by the department in a an accounting firm, a business or industry . 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 382 Accounting Internship II	3 credits
Part-time job experience approved by the department in a an accounting firm, a business or industry . 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 410 Advanced Accounting Theory	3 credits
Accounting principles as they relate to business combinations and the consolidation process. Advanced complex financial accounting topics will be covered. Prerequisites: ACCT 312.	
ACCT 440 Auditing I	3 credits
An introduction to the fundamentals of financial statement auditing. A student of the principles and practices used by public accountants in examining financial statements and supporting data with an emphasis on the basic auditing concepts such as risk, internal control, evidence, objectivity and important relationships among these concepts. Perquisites: ACCT 312.	
ACCT 460 Nonprofit Accounting	3 credits
A study of the principles of accounting in nonprofit organizations, including donations, restricted accounts, fund balance and IRS requirements. Prerequisites: ACCT 210.	
ACCT 194, ACCT 294 Selected Topics in Accounting	1-6 credits
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: \$65 per credit. Students produce an integrated marketing communication plan for a client.	

BUSINESS MANAGEMENT

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.	
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
Students will apply fundamental marketing and promotional concepts to the business environment. Utilizing these theories, students will identify the consumer and product markets and develop appropriate marketing and promotional plans.	
BMGT 207 Human Resource Management	3 credits
Overview of HR functions with a focus on: recruitment and selection processes, performance appraisal systems, and compensation & benefit systems, EEOC compliance, employee relations and discipline. Students in the HR program must	

retain a copy of the completed group project for submission in their portfolio in BMGT 418. Prerequisites: 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.

BMGT 210 Digital Marketing

3 credits

The internet and related technology skills are required by most business today – particularly in the realm of marketing. You'll learn the basic language of the online marketing ecosystem including advertising, search engine optimization/management, analytics, content development/deployment and social media. This is a hybrid course, combining online learning with in-person implementation of learning with real clients during our class time. Dual Listed with SAEM 210. Prerequisites: SAEM 202 or BMGT 205.

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: ENGL 101.

BMGT 234 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. Prerequisite: None.

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 class will prepare students for entry into the professional world by developing foundational skills in interview and marketing themselves utilizing resumes, cover letters, social media and e-portfolios.

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: ACCT 210, MATH 175.

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.

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. Students in the HR program must retain a copy of the completed work for submission in their portfolio in BMGT 418. Prerequisite: Junior standing.

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 315 Financial Reporting and Control**3 credits**

Financial Reporting is a course in the non-technical application of the principles of 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 the uses and applications of accounting. It is designed for the user of accounting information rather than the preparer. Students in the HR program must retain a copy of the completed work for submission in their portfolio in BMGT 418. Prerequisites: ACCT 210.

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

This course reviews the history and evolution of American labor unions, including industrial relations problems. The course will explore the concept of collective bargaining by focusing on the formation of labor unions, the passing of the National Labor Relations Act, and the development of subsequent labor laws. The components of a labor agreement, including the relative positions of management and the union in negotiations, will be discussed. U.S. employment law will also be covered. Students in the HR program must retain a copy of the completed work for submission in their portfolio in BMGT 418. Prerequisite: BMGT 207.

BMGT 318 Human Resource Management II 3 credits

Human Resource Management II delves into HR processes from a strategic level. Focus will be on Human Resource Management as a Business Partner for the design and implementation of organizational processes to achieve corporate goals and improve efficiencies. Topics under discussion include: workforce planning, labor forecasting, talent management, HR technology, metrics and analytics, onboarding, succession planning and strategic HR. Students in the HP program must retain a copy of the completed work for submission in their portfolio in BMGT 418. Prerequisite: BMGT 207.

BMGT 319 Current Topics in Human Resource Management 3 credits

In depth study into current topics that impact how organizations properly address and manage HR processes thereby enabling the organization to obtain desired goals and address sustainability. Students in the HR program must retain a copy of the completed work for submission in their portfolio in BMGT 418. Prerequisite: Junior Standing.

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 210

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. Students in the HR program must retain a copy of the completed work for submission in their portfolio in BMGT 418. 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 338 Operations Management & Quantitative Analysis**3 credits**

Students will study concepts of operations management. Students will learn to use statistical techniques and quantitative analysis to apply to business type problems. Topics will include: Project management (PERT), use of formulas/mathematical equations/probability to make business decisions, models such as linear programming, forecasting, and basic inventory models.

BMGT 340 Organizational Behavior with Topics in Management**3 credits**

Examines the role of individual and group behavior within work organizations. Review the traditional theories of management. Topics will include motivation, leadership, group behavior, organizational structure, conflict management, and resistance to change.

- 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 418 Portfolio and Career Planning with Assessment** 3 credits
This is one of the final courses for Human Resource Management Majors. This course will be the culmination of all the work students have done in the program. It requires students to collect evidence of learning outcomes throughout their course work program. Students will be required to gather, organize, and reflect on work they have included in their portfolio. Students will present their portfolio using technology and audio-visual equipment to a professional audience. Additionally, students will complete a series workplace practicum modules that will help prepare them for career placement/advancement and build a social network. And they will explore certification options, including the standardized for graduating seniors. Students will meet individually with the instructor to discuss various components of your portfolio. It is in the students best interests to work with others and share the projects that they plan to include in their portfolio. Prerequisites: BMGT 318, BMGT 419, and Senior Standing.
- 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. Students in the HR program must retain a copy of the completed work for submission in their portfolio in BMGT 418. Prerequisite: MATH 175.
- BMGT 420 Seminar in Human Resource Management Capstone** 3 credits
This course is the Capstone Course taken by all Human Resource Management Majors. Students will use the theory and practices of Human Resources they have learned throughout their academic career to design and implement a Human Resource project in a specific business environment. The project will pertain to one of the following HR function or service areas: Safety & Health, Employee and Labor Relations, HR Resources, Staffing, HR Development or Compensation & Benefits. The students will research and write a literature review on the topic. The student will conduct a needs analysis to identify the specific need of the organization. The needs analysis will also provide focus for the student to design a program addressing the need. A formal report on the process and content of the project will be composed and submitted to the instructor. Deliverables including the designed HR program to address the identified need, implementation method and

evaluation procedures of the designed program will be developed and presented to the organization or client. Non-Human Resource Management Majors can also take this course with the specific permission of the instructor. Prerequisites: BMGT 318, 419; PSYC 215, 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 481 Business Models of Organization

3 credits

The capstone class requires students to interpret knowledge gained throughout their coursework in the University core and major program in order to conceptualize a business model (mission/vision/values), analyze a company's business model, and create a business operations plan for a theoretical organization. An e-Portfolio will be utilized for assessment purposes. Prerequisites: ACCT, BMGT, or ECON/FIN Major. 90 or more credit hours. ACCT 101 & 102; BMGT 201, 202, 300; ECON 201, 202; and any 1 course in the student's concentration area.

BMGT 194, BMGT 294

Selected Topics in Business Management

1-6 credits

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
Special Request Independent Study Fee: \$65 per credit.

1-6 credits

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 Readingsq**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 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; 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 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 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 Business Analytics**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 214 MicroComputing I**3 credits**

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

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 214.

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 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 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 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 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 194, CMPS 294 Selected Topics (CORE)	1-6 credits
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

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 194, ECON 294 Selected Topics (CORE)

1-6 credits

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: \$65 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 194, LEAD 294 Selected Topics (CORE) 1-6 credits

LEAD 395, 495 Special Topics in Leadership 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. Pre-requisite: 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 194, PADM 294 Selected Topics (CORE)**1-6 credits****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: \$65 per credit.

SPORTS, ARTS AND ENTERTAINMENT MANAGEMENT**SAEM 101 Introduction to the SAE Business****3 credits**

SAEM 101 functions as an introduction to business basics (emphasis on entrepreneurial skills) within the context of the Sports, Arts and Entertainment industry. Students will receive an opportunity for experiential learning through a SAEM live event assignment and shadowing exercise.

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. This 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 210 Digital Marketing**3 credits**

The internet and related technology skills are required by most business today – particularly in the realm of marketing. You'll learn the basic language of the online marketing ecosystem including advertising, search engine optimization/management, analytics, content development/deployment and social media. This is a hybrid course, combining online learning with in-person implementation of learning with real clients during our class time. Dual Listed with BMGT 210. Prerequisites: SAEM 202 or BMGT 205.

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 240 Performing Arts Presenting and Touring 3 credits

This course will examine performing arts presenting and touring operations including for-profit and nonprofit entities including: theatres, dance ensembles, classical music, and opera. Prerequisites: SAEM/COPA Major, SAEM 202.

SAEM 250 Career Prep 1 credits

This class will groom students for entry into the professional world by developing foundational skills in interviewing, and marketing themselves utilizing resumes, cover letters, social media, and e-portfolios. Prerequisites: SAEM Major, SAEM 101.

SAEM 260 Amateur Sports 3 credits

This class will focus on the business and marketing side of amateur athletics. Special focus will be placed on how colleges and universities market their student athletes and what role student athletes play in producing revenue for the school. The class will analyze the various marketing and TV rights deals and explore the various employment opportunities within college athletics. Prerequisites: SAEM Major, SAEM 101.

SAEM 194, SAEM 294 Selected Topics (CORE) 1-6 credits

SAEM 301 Facilities and Venue Design 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 security, staffing, operations, budgeting and other related areas. This course also focuses on the technical demands and methods for equipping and operating sports, arts and entertainment venue. Prerequisites: SAEM Major, SAEM 201, SAEM 202.

SAEM 303 Advertising, Public Relations & Social Media 3 credits

This course explores Sports, Arts and Entertainment both as vehicles for product services of 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, public relations, and social media. Course also explores sponsorship, public relations plans, crisis public relations and social media. 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 310 Personal Branding & Business Development 3 credits

A business development career path includes opportunities in media supported advertising and sponsorships and live entertainment sponsorship, premium seating, ticketing. In this course you will build your own professional personal brand and conduct business with appropriate and expected etiquette. You'll learn to prospect, conduct a needs analysis, create and deliver a proposal and develop strong client relationships. Prerequisites: SAEM Major, SAEM 202.

SAEM 320 Ticketing**3 credits**

This class will explain to students ticketing in the Sports, Arts and Entertainment industries. Emphasis will be on gaining expertise in various ticketing systems. Prerequisites: SAEM Major, SAEM 202.

SAEM 325 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, composing a grant; and website and social media analysis. Techniques for soliciting various sources of contributed income will be discussed, including: individuals, corporations, foundations and government entities. Prerequisites: Open to all University majors; Junior Standing.

SAEM 330 Music Artist Management**3 credits**

This course is designed for student interested in the musical talent management business. The industry will be covered from four major perspectives: (1) legal representation, (2) contract negotiations, (3) marketing and public relations support, (4) all other services that managers provide their clients in this ever growing marketplace. The class will be provided with actual management projects throughout the semester. Prerequisites: SAEM 334 or SAEM 354.

SAEM 331 Production Tour Management**3 credits**

This course will explore the duties of a live entertainment production manager. What are the skill sets needed to work in this industry? How do you create a production crew that tours with a band? What are their responsibilities? How to interact with unions, and develop a tour budget? Prerequisites: SAEM 352.

SAEM 332 Emerging Trends in the Music Industry**3 credits**

In this course students will discover the process of how to effectively promote and sell music online. Students will be expected to demonstrate comprehension of the tools that are available to build an artist's fan base. Prerequisites: SAEM 334 or SAEM 352.

SAEM 333 Recording Industry**3 credits**

Give the students an overall look of what goes into the recording business both from the studio perspective and the actual record label end. How does a song go from being recorded in a studio to making it to the radio station and being distributed? Prerequisites: SAEM 352.

SAEM 334 Business of Concert and Touring**3 credits**

This course will focus on several advanced aspects of the concert entertainment business, and is a practical guide to creating, selling, organizing and staging concerts. Some of the areas covered include contracts, riders, preparation for the show, what takes place on the night of the show, getting paid, marketing, promoter vocabulary and more. Prerequisites: SAEM 352.

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 cover many facets of the Sports, Arts and Entertainment business, and students will comprehend how live entertainment is a part of all of the disciplines. Highlights include training in the fundamentals of the entertainment business, which includes marketing, promotion, advertising, finance, theatre production, venue management, artist management, artist touring, the recording industry, ticketing operations, sponsorship and more. Prerequisites: SAEM Major, Junior 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 principals 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, SAEM 202 Junior Standing.

SAEM 360 Sports Agents**3 credits**

This course is designed for students interested in the sports agent management business. The industry will be covered from four major perspectives: (1) Legal Representation, (2) contract negotiations, (3) marketing & public relations support, (4) all other services that agents provide their clients in this ever-growing marketplace. Prerequisites: SAEM Major, SAEM 250.

SAEM 361 Sports Ethics**3 credits**

This course will provide the student with an intensive evaluation of ethics in sports and sports management, as well as strategies to help ensure ethical, legal and socially responsible conduct. The course will utilize excerpts from texts, outside materials (*New York Times*, *Sports Illustrated*), guest lecturers and discussion questions to explore ethical theory, ethical codes and most importantly - topical issues. Students will be expected to learn the technical differences of ethical theories and codes, to see both sides of ethical arguments and to develop a working ethical code that they can fall back on as they confront ethical issues in the future. Prerequisites: SAEM Major, SAEM 250.

SAEM 362 Sports Leadership**3 credits**

This course will help students understand the importance of leadership development, strategy and execution. Students will gain practical insights that can be applied to any sports organization that strives to operate on the principles of integrity. Prerequisites: SAEM Major, SAEM 250.

SAEM 364 Media Relations in Sports 3 credits

This course is designed to provide students with the opportunity to examine and critically analyze real-world media relation practices in sports. The course will explore all aspects associated with media relations including: social media; ethics in the media; media writing; time management; special events; and interacting with the media. Prerequisites: SAEM Major, SAEM 202, SAEM 303.

SAEM 401 Legal Aspects of Sports, Arts & 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 discussions, legal briefings, textbook and trade publications. Prerequisites: SAEM Major, BMGT 201, Junior Standing.

SAEM 420 Producing Commercial and Nonprofit Performing Arts**3 credits**

This course explores the business of producing Broadway, commercial theatre and dance, as well as nonprofit performing arts. Students will analyze best practices for producing including programming, raising capital, securing and scheduling venues, artistic and working with unions. Prerequisites: SAEM Major, SAEM 202, Junior Standing.

SAEM 445 Advance Fundraising**3 credits**

This course encompasses advanced fundraising theories for nonprofit organizations including: cultivating donors, developing fundraising plans, working with board of directors, selecting relationship management software, capital campaigns, and planned giving. Prerequisites: Open to all University majors; SAEM 325; Junior 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**

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 460.

SAEM 480 SAEM Capstone: Business Models of SAE **3 credits**

This capstone class requires students to interpret knowledge gained throughout their coursework in the University core and SAEM program in order to conceptualize a business model canvas, analyze a company's business model, and to create a business plan for a theoretical sports, arts or entertainment related company. An e-portfolio will be utilized for assessment purposes. Prerequisites: SAEM Major, ACCT 220, 90+ Credits.