



BUSINESS ADMINISTRATION, B.B.A.

Faculty Feng Shun (Leo) Bin, Dyanne Ferik, Daniel J. Gallagher, John Grznar, Richard Judd, Moshe Levin (emeritus), Ardeshir Lohrasbi, Paul McDevitt, Ronald McNeil, Laurel Newman, David O’Gorman, John Palmer, Xia Pan, Mark Puclik, Nancy Scannell, Ronald Spahr, Robert Wright, Tatyana Zabolina

Associated Faculty Shahram Heshmat

Adjunct Faculty Robert Maple

Degrees offered: Bachelor of Business Administration, Undergraduate Minor in General Business

DEPARTMENTAL GOALS AND OBJECTIVES

The goal of the business administration program is to provide students with a broad rather than specialized course of study that will prepare them for employment in private or public organizations of any size. Building on the core business knowledge provided to all CBM students, the department offers students the opportunity to broaden their knowledge of the business enterprise through advanced study in the areas of finance, management, marketing, and operations management. Specific objectives of the program are 1) to offer students a boundary-spanning degree program that includes selected coursework from multiple business disciplines rather than coursework from only one discipline, 2) to enable students to gain a broader understanding of the functional areas of business,

3) to build competencies in critical thinking, analysis, and decision making in the areas of marketing, finance, management and operations management, and 4) to develop an understanding of the legal, social, and ethical environment in which business operates, its impact on business, and recognition of appropriate responses to the environment.

ADVISING

New students must contact the department for initial advising to plan a program of study that reflects their interests and satisfies degree requirements.

Contact: Information about the business administration program is available at (217) 206-6780. Information can also be requested at bus@uis.edu.

THE BACHELOR’S DEGREE

The bachelor of business administration is designed

to prepare students for responsible positions in various types of business enterprises. Students may complete their coursework during the day or through evening classes at the Springfield campus. In addition, some classes are offered in other locations in Central Illinois.

ENTRANCE REQUIREMENTS

All departments in the College of Business and Management require foundation knowledge in accounting, economics, mathematics, statistics, and the behavioral sciences. UIS courses that satisfy the foundation knowledge requirement include:

ACC 211 Introduction to Financial Accounting **and**

ACC 212 Introduction to Managerial Accounting

or ACC 311 Administrative Uses of Accounting

ECO 313 Statistics for Business and Economics

MAT 113 Business Calculus (or other calculus or finite math equivalent)

ECO 201 Introduction to Microeconomics **and**
 ECO 202 Introduction to Macroeconomics **or**
 ECO 315 Economics for Administration
 Behavioral science course (psychology, sociology, etc.)

Coursework equivalent to the above will be accepted on approval by the adviser.

Foundation coursework does not apply toward the 60 hours of upper-division coursework required for the degree.

DEGREE REQUIREMENTS

A student must complete 60 semester hours of upper division coursework to earn a B.B.A.

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|---|-----------------|
| College Core | 18 Hours |
| (Required of all undergraduate College of Business and Management students) | |
| BUS 302 Principles of Financial Management | 3 Hrs. |
| BUS 312 Principles of Marketing | 3 Hrs. |
| BUS 322 Principles of Operations Management | 3 Hrs. |
| MGT 310 Managing Organizational Behavior | 3 Hrs. |

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|--|--------|
| MIS 352 Principles of Management Information Systems | 3 Hrs. |
| *MGT 488 Strategic Management and Leadership | 3 Hrs. |

(*MGT 488 may not be waived and may not be taken prior to, or concurrently with, other CBM core courses).

Business Administration Core

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|---------------------------------------|---------|
| BUS 332 Legal Environment of Business | 4 Hrs. |
| Business electives | 12 Hrs. |

Electives

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|---------------------------------------|----------------|
| UIS requirements (AST, PACs, or LSCs) | 12 Hrs. |
| General electives | <u>14 Hrs</u> |
| Total | 60 Hrs. |

At least four hours of the business electives must be BUS prefix coursework and the remaining eight hours must be within the College of Business and Management. All electives require approval of the adviser.

Other degree requirements

A GPA of 2.00 or better is required for graduation.

B.B.A. degree candidates may not take any course on a credit/no credit or a pass/fail basis. A grade of D will not be accepted for MGT 488; this includes the grades D+ and D-.

GENERAL BUSINESS MINOR

To earn a general business minor, students must complete 13 semester hours of coursework. Prerequisite coursework includes two accounting courses (ACC 211 and ACC 212 or ACC 311) and two economics courses (ECO 201 and ECO 202 or ECO 315).

Required courses (or their equivalents)

include:


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|---|--------|
| BUS 302 Principles of Financial Management | 3 Hrs. |
| BUS 312 Principles of Marketing | 3 Hrs. |
| MGT 311 Management Skills and Organizational Behavior | 3 Hrs. |

Electives

| | |
|--|----------------|
| Business elective (must have adviser approval) | <u>4 Hrs.</u> |
| Total | 13 Hrs. |

COURSE DESCRIPTIONS

(not accepted toward satisfaction of M.B.A. program requirements)

 *Course available online; may also be available on campus. Refer to the current course schedule for further information.*

BUS 300 Marketing Communications (4 Hrs.)

Online service course for students not in the College of Business and Management and for students with no prior coursework in business or marketing. An introduction to business and marketing is followed by several major topics within the field of marketing including targeting, advertising, two-way communications, marketing on the Internet, sales management, and the personal selling process. May not be used toward any degree awarded by the College of Business and Management.

BUS 302 Principles of Financial Management (3 Hrs.)

(CBM Core Course)

Introduction to the analysis of financial operations, decision processes, and analytic tools used in the financial management of the business enterprise. Provides special attention to areas of capital budgeting, cost of capital, ethical issues, investment decisions, and working capital management. Prerequisites: ACC 311, CSC 317, ECO 313, ECO 315, and advanced mathematics, or equivalents.

BUS 312 Principles of Marketing (3 Hrs.)

(CBM Core Course)

Covers the basic theories that guide marketing practice, and acquaints students with the fundamental concepts of marketing. The course focuses on marketers' use of price, product, promotion, and distribution strategies to create a sustainable differential for a target market segment. Prerequisites: ACC 311 and ECO 315, or equivalents.

BUS 322 Principles of Operations Management (3 Hrs.)

(CBM Core Course)

Introduction to OM techniques including their application to functional areas of the business enterprise and operations control. Topics include product and production planning, facilities layout and location planning, project evaluation and control, linear programming, waiting line and inventory modeling, production control, and quality planning and control. Prerequisites: CSC 317, ECO 313, and advanced mathematics, or equivalents

BUS 331 Business and Society (4 Hrs.)

Role of business in our society and the interactions it has with various segments of the society. Specific areas examined include the legal environment; social responsibility of business, political, and social forces; and ethical dilemmas that can occur. Prerequisite: ECO 315, or equivalent.

BUS 332 Legal Environment of Business (4 Hrs.)

Introduction to the nature and function of law and legal

systems and their impact on business. Specific areas of study include private, regulatory, securities, labor, employment, and antitrust law and business organization. Prerequisite: ECO 315, or equivalent.

BUS 341 Principles of Management (4 Hrs.)

Fundamental principles and processes appropriate to understanding of management. Topics include planning, organizing, directing, controlling, and decisionmaking. Prerequisite: ECO 315, or equivalent.

BUS 351 Human Resource Management (4 Hrs.)

Introduction to the field of personnel management. Topics include employment, placement, personnel planning, training and development, performance appraisal, compensation and benefits, labor relations, and legal and ethical issues associated with health, safety, and security. These topics are examined in relation to the operational activities of the profit-seeking business enterprise. Prerequisite: ECO 313, or equivalent.

BUS 354 Entrepreneurship (4 Hrs.)

Elements of entrepreneurship, highlighting successful characteristics. Functions of the entrepreneur explained and illustrated. Students examine personal and commercial strategies that can be used in establishing new business ventures. Prerequisite: BUS 312.

BUS 355 Small Business Management (4 Hrs.)

Role of small business in the economy, characteristics of

small businesses and owner-managers, marketing and producing product or service, maintaining financial health, and the future of small business. Prerequisite: BUS 312.

BUS 356 Franchising (4 Hrs.)

History of franchising, with pros and cons and how to plan a franchise. Primary functional components explained and illustrated, including marketing, finance, legality, and operations. The franchise package, franchiser/franchisee relationships, and international franchising also addressed. Prerequisite: BUS 312.

BUS 401 Case Studies in Finance (4 Hrs.)

An in-depth study of the major concepts in financial management. Particular emphasis is placed on financial analysis and planning, working capital management, capital investment decisions, the cost of capital, and long-term financing decisions. Prerequisite: BUS 302.

BUS 433 Introduction to Marketing Management (4 Hrs.)

Introduction to marketing management including the establishment of marketing objectives, the identification of target markets, and the development, execution, and implementation of marketing mixes. Prerequisite: BUS 312.

BUS 435 Sales and Sales Management (4 Hrs.)

Principles of successful professional selling. The management aspect concerns recruitment, organization, mo-

tivation, direction, and control of the sales force. Requires access to the Internet for some assignments. Prerequisite: BUS 312.

BUS 436 Marketing Promotions (4 Hrs.)

In-depth study of the major concepts in the promotional aspect of marketing management. Particular emphasis is placed on the elements of the promotion mix (i.e., personal selling, sales promotion, direct marketing, advertising, public relations/publicity) as well as the promotion planning process and the development of promotion strategy, a vitally important element of an organization's marketing promotions. Prerequisite: BUS 312

BUS 443 Financial Investment Analysis (4 Hrs.)

Elements of an "ideal" investment and examination and testing of specific investment securities. Considers alternative approaches to management of stock and fixed-income security portfolios. Problems and cases are assigned for analysis. Prerequisite: BUS 302.

BUS 445 Financial Institution Management (4 Hrs.)

Introduction to the financial management of financial institutions. Provides broad knowledge and skills in the practices of commercial bank, pension fund, thrift, insurance, and finance company management. An analysis of the nature, purposes, and objectives of the American financial system is stressed. Topics also include "non-banks" and financial regulation/deregulation. Prerequisite: BUS 302.

BUS 446 Capital Budgeting (4 Hrs.)

Examination of the theory and application of a firm's investment in fixed assets and current asset accounts as necessary to support fixed asset acquisitions. Prerequisite: BUS 302.

BUS 449 Production Planning and Quality Control (4 Hrs.)

Selected topics from production theory, application of quantitative methods to current production problems, and integration of production planning within overall objectives of the firm. Prerequisite: BUS 322.

BUS 458 Quality Management (4 Hrs.)


Examines the theory, history, and management of quality management programs in business organizations in the U.S. and abroad. The primary focus will be on the management of quality in the areas of operations and human resources in manufacturing and service industries. Prerequisite: BUS 341 or MGT 310. See MGT 458.

BUS 459 Production and Inventory Management (4 Hrs.)

Models used for materials management and control of purchased goods and services. Includes EOQ models, simulations, cases, exercises, and problems. Prerequisite: BUS 322.

BUS 461 The Digital Economy: Organizing for a Competitive Advantage (4 Hrs.)

An exploration of the current and anticipated impact of technology on the effectiveness of today's organizations.



Specifically, the course focuses on building and reshaping organizations to enhance effectiveness in the digital economy. Part of the course will be devoted to identifying and using sources of information relevant to knowledge driven organizations. Students will also gain experience completing a project as a member of a virtual team. Prerequisite: BUS 341.

BUS 471 Human Resources Planning and Staffing (4 Hrs.)

Addresses organizational analysis, job analysis and its impact on other HR functions (i.e. recruitment, and selection, performance appraisal, compensation), determining employee staffing levels, recruitment processes and sources to maximize the number of qualified applicants for positions, and effective selection techniques. Prerequisite: None.

BUS 472 Compensation and Benefit Strategies (4 Hrs.)

An exploration of total compensation in support of organizational strategy. Components of total compensation are evaluated with respect to whether they appropriately influence behavior in light of four questions. Do people join an organization because of pay? Do people stay or leave because of pay? Do people perform better because of pay? Do people more readily agree to develop relevant job skills because of pay? Prerequisite: BUS 351 or MGT 341.

BUS 473 Employee Appraisal and Development (4 Hrs.)

Examines processes by which organizations and managers provide feedback and develop employee talents to their maximum potential. Topics include needs assess-

ment, employee performance appraisal, career planning, and training. Prerequisite: BUS 351 or MGT 341

BUS 483 Business Policy (4 Hrs.)

Problem solving in business from an upper-management perspective. Interrelationships between the marketing, finance, operations, and human behavior perspectives are addressed, particularly with respect to developing enterprise strategies to attain objectives in the context of the containing environment. Also considers corporate social responsibility to the individual and society. Prerequisites: All core courses.

BUS 499 Tutorial in Business Administration (1 to 10 Hrs.)

MASTER OF BUSINESS ADMINISTRATION, M.B.A.

Associated Faculty Feng Shun (Leo) Bin, Dyanne Ferk, Carol Jessup, Richard Judd, Ardeshir Lohrasbi, Paul McDevitt, Ronald McNeil, Bonnie Moe, Adil Mouhammed, Laurel Newman, John Nosari, David O’Gorman, Donald O’Neal, John Palmer, Mark Puclik, Nancy Scannell, Ronald Spahr, Robert Wright

Degree offered: Master of Business Administration (M.B.A.)

PROGRAM GOALS AND OBJECTIVES

The goal of the MBA program is to provide a professional graduate degree program for individuals who hold or will hold positions of managerial responsibility in organizations. Specific program objectives are to enable students to 1) possess a contemporary knowledge base in areas of managerial decisionmaking, including marketing, finance, operations management, and general administration; 2) understand the impacts of key external environmental contingencies on businesses and the industries in which they operate; 3) develop professional competencies in the areas of teamwork, communication, critical thinking, decision-making, and cross-functional business applications; and 4) be aware of societal expectations of organizations and the importance of making managerial decisions within an ethical framework.

Most program classes are held in the evening on the main campus. The MBA is also offered by cohort in an accelerated weekend format in Peoria.

ADVISING

New students must contact the program office for initial advising to plan a program of study that reflects their interests and satisfies degree requirements.

Contact: Information about the MBA program is available at (217) 206-6780. Information can also be requested at mba@uis.edu.

THE MASTER’S DEGREE

The MBA program is designed to provide students with a comprehensive understanding of contemporary organizational theories and practices and to provide students with enhanced capabilities in analytical problem solving, decisionmaking, and leadership skills.

ENTRANCE REQUIREMENTS

Admission is granted by the program faculty on the basis of an evaluation of an applicant’s complete file. To apply for admission, an applicant must have the following items sent directly to the Office of Admissions and Records and a copy of all items sent directly to the MBA office: 1) official GMAT scores, 2) a complete set of official undergraduate transcripts indicating that the applicant has earned an undergraduate degree from an accredited university, 3) reference forms from three people who are in a position to judge the applicant’s potential for success in graduate work, and 4) a single-spaced essay of no more than two pages. The essay should outline the applicant’s reasons for considering the degree, how the M.B.A. degree fits in with his/her personal objectives and short- and long-term goals, as well as any other information that demonstrates the applicant’s potential for successful completion of the degree. Admission to the M.B.A. program will be granted to applicants who have

demonstrated potential for success in graduate business studies at UIS.

PREREQUISITES

Before taking specific courses toward the M.B.A. degree, students must complete all prerequisites for that course. Program prerequisites include ECO 315 Economics for Administration and ACC 311 Administrative Uses of Accounting or their equivalents. Computer literacy is also expected. Prerequisites or their equivalents must have been completed no more than five calendar years from the date of application to the program. Generally, students complete prerequisites before entry into Phase I coursework. However, students may concurrently enroll in Phase I coursework during a term as long as all prerequisite coursework is completed by the end of that term.

Equivalent coursework for ECO 315 is two semesters of introductory economics (macro and microeconomics). Equivalent coursework for ACC 311 is two semesters of introductory accounting (principles I and II).

DEGREE REQUIREMENTS

The M.B.A. degree requires successful completion of a minimum of 48 semester hours of graduate credit.

Program Requirements

Phase I Courses

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|--|---------------|
| BUS 500 Business Perspectives | 4 Hrs. |
| BUS 525 Quantitative Techniques for Managers | 4 Hrs. |
| BUS 531 Legal Issues in Business | <u>4 Hrs.</u> |
| Total Phase I | 12 Hrs. |

Phase II Courses

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|---|---------------|
| BUS 502 Managerial Finance | 4 Hrs. |
| BUS 512 Marketing Management | 4 Hrs. |
| BUS 521 Research Methods and Statistical Analysis | 4 Hrs. |
| BUS 522 Production and Operations Management | 4 Hrs. |
| BUS 541 Organizational Behavior | <u>4 Hrs.</u> |
| Total Phase II | 20 Hrs. |

Phase III Courses

| | |
|------------------------------|---------|
| Advanced elective coursework | 12 Hrs. |
|------------------------------|---------|

Phase IV Courses

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|----------------------------|---------------|
| *BUS 583 Business Strategy | <u>4 Hrs.</u> |
| Total | 48 Hrs. |

At least eight hours of 500-level elective coursework

from the College of Business and Management must be taken to satisfy Phase III requirements.

* BUS 583 Business Strategy must be taken during the student's final semester of coursework.

CLOSURE REQUIREMENT

The M.B.A. degree requires completion of BUS 583 with a grade of B (3.00) or better. (B- is not acceptable in this course.) BUS 583 is the graduate closure course consistent with campus policy on completion of a master's degree. That policy requires that students not completing BUS 583 during the first enrollment of four hours must enroll to audit the course for one credit hour *each* semester (excluding summer terms) until the course requirements are met.

COURSE DESCRIPTIONS

Required Courses

BUS 500 Business Perspectives (4 Hrs.)

Designed to be the gateway course for students entering the M.B.A. program. Major emphasis will be on student exposure to the predominate business themes of globalization, diversity, ethics, environmental issues, quality, productivity, innovation, and cross-functional perspectives as they relate to the administration of organizations.

Competency development will be stressed in the areas of leadership, teamwork, communication, problem solving, decision making, creativity, change management, strategic thinking, and technological applications. Prerequisites: Completion of or concurrent enrollment in ACC 311 and ECO 315, or equivalents. This course must be taken prior to or concurrently with other Phase I course requirements.

BUS 502 Managerial Finance (4 Hrs.)

Concepts and variables used in financial analysis, planning, and control. Topics include financial forecasting, capital budgeting, leverage, valuation, cost of capital, asset/liability management, and capital market instruments. Prerequisite: Completion of or concurrent enrollment in any remaining Phase I coursework.

BUS 512 Marketing Management (4 Hrs.)

Study of the conceptual foundations and practices of contemporary marketing as well as the planning, implementation, and control of the marketing function. Topics include situation analysis; marketing objectives; target market selection; and product, promotion, pricing, and physical distribution decisions. Prerequisite: Completion of or concurrent enrollment in any remaining Phase I coursework.

BUS 521 Research Methods and Statistical Analysis (4 Hrs.)

Methods used for collection, analysis, and interpretation of various types of business research data from the perspective of design, execution, and evaluation of research projects as well as requests for research. Emphasis is

given to using research analysis methods for decision making within business organizations. Prerequisites: Completion of or concurrent enrollment in any remaining Phase I coursework or completion of ECO 313, or equivalent, for students seeking other degrees.

BUS 522 Production and Operations Management (4 Hrs.)

Managerial techniques for planning, scheduling, and controlling resources, cost, quality, productivity, and efficiency in product and service organizations. Topics such as project scheduling and management, forecasting, and constraint optimization are covered. Prerequisite: Completion of or concurrent enrollment in any remaining Phase I coursework.

BUS 525 Quantitative Techniques for Managers (4 Hrs.)

Techniques of management decision making including statistical analysis, decision theory, systems theory, operations research, mathematical programming techniques (linear, nonlinear, dynamic), modeling, forecasting techniques, and simulation techniques. Prerequisite: Completion of or concurrent enrollment in BUS 500.

BUS 531 Legal Issues in Business (4 Hrs.)

Review and analysis of current laws and regulations that frame the external environment for private business operations in the U.S. Emphasis on state and federal regulations; agency governance and surveillance; and business requirements, costs, and response. Special applica-

tions to the production, distribution, and financial functions of the firm are considered along with trends and major developments in case law. Prerequisite: Completion of or concurrent enrollment in BUS 500 or completion of ECO 315, or equivalent, for students seeking other degrees.

BUS 541 Organizational Behavior (4 Hrs.)

Structure and function of an organization as a sociotechnical system and of individual group and leadership processes and behavior within the organization. Historical development, leadership, decision making, group dynamics, motivation, job satisfaction, authority, influence and power, organizational change, communications, conflict, and organization structure and design. Prerequisite: Completion of or concurrent enrollment in any remaining Phase I coursework or completion of ECO 315, or equivalent, for students seeking other degrees.

BUS 583 Business Strategy (4 Hrs./1 Hr.)

For business administration students. Emphasizes the level of analysis necessary for top management decisions and policy formulation for a firm operating in an uncertain environment. Satisfactory completion meets the UIS graduation requirement of a problem-solving exercise. Prerequisite: Completion of Phase II coursework. Must be taken during student's final semester of coursework. **Note:** Campus policy requires that students not completing BUS 583 during the first enrollment of four hours must enroll to audit the course for one credit hour *each* semester (excluding summer terms) until the course requirements are met.



Finance Electives

BUS 505 Investments (4 Hrs.)

A perspective on the timing, instruments, and choices available to the personal investor who seeks to build a wealth base over time. Shows the investment network that assists and facilitates the efforts of the individual, including the role of security analysts, portfolio managers, the organized markets, and the so-called over-the-counter arena. Current regulations and investor safeguards in law and regulations are reviewed. Prerequisite: BUS 502.

BUS 507 Advanced Financial Management (4 Hrs.)

In-depth study of theories and cases dealing with investment and financial decisions of the firm: capital budgeting under uncertainties, cost of capital, dividend policies, capital structure management, international financial management, and acquisitions and mergers. Prerequisite: BUS 502.

BUS 508 Portfolio and Security Analysis (4 Hrs.)

Study and application of analytical techniques in the analysis of financial statements of firms with traded securities, including development of efficient security portfolios. Prerequisite: BUS 505.

BUS 509 Small Business Finance (4 Hrs.)

Application of various financial theories to problems facing small businesses. Topics include profit forecasting

and planning, cash management, budgeting, working capital management, leasing, sources of financing, investment decision making, financial leverage, and valuation. Prerequisite: BUS 502.

BUS 510 Topics in Finance (2 or 4 Hrs.)

Advanced study in specific topics, to be announced when offered. May be repeated for an indefinite number of credit hours, but a particular topic may not be repeated for credit. Prerequisite: BUS 502.

Marketing Electives

BUS 515 Marketing Strategy (4 Hrs.)

Advanced study of the role of marketing in the strategic business planning process, including strategic environmental analysis, organizational mission and objectives, organizational strategy, identification of strategic business units, and analysis and evaluation of organizational business portfolios. Prerequisite: BUS 512.

BUS 520 Topics in Marketing (2 or 4 Hrs.)

Advanced study in specific topics, to be announced when offered. May be repeated for an indefinite number of credit hours, but a particular topic may not be repeated for credit. Prerequisite: BUS 512.

BUS 536 Promotional Strategy (4 Hrs.)

In-depth study of the communications function of marketing. In addition to the traditional promotion mix elements (direct marketing, advertising, sales promotion, personal selling, and publicity/public relations), the

course examines the underlying consumer behavior, communication, and psychological theories that serve as a foundation for the promotion planning process and the development of promotional strategy, a vitally important part of an organization's marketing program. Prerequisite: BUS 512.

Operations Management and Quantitative Analysis Electives

BUS 524 Project/Program Management and Control (4 Hrs.)

Techniques and methods for planning, managing, and controlling one-time major projects and programs. Topics include systems theory and analysis, stochastic planning and control methods, and simulation. Emphasis on PERT/CPM techniques, decision trees, and Monte Carlo processes. Prerequisite: BUS 522.

BUS 528 Computer Applications in Business Decision Making (4 Hrs.)

Techniques of management science with computer software applications including problem-solving and decision-making processes in business. Emphasis on skills and techniques of individual and group problem solving including creative and critical thinking in the business world using computer applications. Prerequisite: BUS 522.

BUS 529 International Operations (4 Hrs.)

Introduces the student to globalization. International policy issues of global operations, strategic considera-

tions, global sourcing and purchasing operations, global logistics, and global diversity of manufacturing operations will be explored through the use of modules. Prerequisite: BUS 522.

**BUS 530 Topics in Production/
Operations Management (2 or 4 Hrs.)**

Advanced study in specific topics, to be announced when offered. May be repeated for an indefinite number of credit hours, but a particular topic may not be repeated for credit. Prerequisite: BUS 522.

External Environment Electives

BUS 534 Labor Law (4 Hrs.)

Major pieces of legislation in labor law and their impact on both management and labor. Special emphasis is given to the court's interpretation of legislation. Topics include injunction, strike activity, certification of bargaining representation, and collective bargaining. Prerequisite: BUS 531.

**BUS 540 Topics in External
Environment (2 or 4 Hrs.)**

Advanced study in specific topics, to be announced when offered. May be repeated for an indefinite number of credit hours, but a particular topic may not be repeated for credit. Prerequisite: BUS 531, or approved equivalent.

Organizational Behavior Elective

**BUS 550 Topics in Organizational
Behavior (2 or 4 Hrs.)**

Advanced study of specific topics, to be announced when offered. May be repeated for an indefinite number of credit hours, but a particular topic may not be repeated for credit. Prerequisite: BUS 541.

Human Resource Management Electives

**BUS 551 Human Resource
Management (4 Hrs.)**

Operational approach to managing people at work,

drawing from behavioral sciences. Builds on the concept of reconciliation and integration of worker-organizational interests through supportive situation-oriented leadership by both line and staff managers. Focuses on emerging issues and concepts relating to management of human resources of an organization. Prerequisite: BUS 541, or equivalent.

**BUS 560 Topics in Human Resource
Management (2 or 4 Hrs.)**

Advanced study in specific topics, to be announced when offered. May be repeated for an indefinite number of credit hours, but a particular topic may not be repeated for credit. Prerequisite: BUS 551.

**BUS 599 Tutorial In Business
Administration (1 to 10 Hrs.)**