



Bachelor of Science in Business - Management

The Bachelor of Science in Business/Management (BSB/M). You have the talent to make a difference wherever your career takes you, and all you need is the degree to help you start. The Bachelor of Science in Business/Management program is designed to give you the practical skills that you need to reach that next level. The benefits of earning your Bachelor of Science in Business/Management degree not only include developing your ability to learn quickly and think creatively, but you also become a person who learns from a Christian perspective to have a true impact on the lives of others. Applicants with an associate degree or general education equivalence are ideal candidates for admission. Applicants admitted without general education courses may meet the requirements through testing, Independent Directed Studies, On the Job Training or other options as prescribed in BUS 330.

YEAR ONE

First Semester

BUS 330 Skills for Professional Development

Course Description

This course examines the skills necessary for successful critical thinking, teamwork, research, and communication. The course is designed to aid adult learners in acquiring and improving the core competencies that are necessary for college level work. . You will examine your reasons for returning to school, and develop strategies for achieving educational goals in school, work, and personal settings. You will also be introduced to the Learning Management System and learn how to access its resources successfully.

Topics and Objectives

Techniques for Academic Success

- Identify college resources required for student success.
- Create a learning plan based on personal learning style, time management skills, as well as short and long-term goals.
- Develop strategies for monitoring progress towards goal achievement.
- Develop an effective and comprehensive team charter.

Working Online and Writing Basics

- Identify the benefits and challenges of working and learning online.
- Examine strategies for enhancing online performance.
- Use prewriting techniques in the development of a research paper.

Conducting Research and Presenting Findings

- Locate sources of relevant academic information using online sources..
- Demonstrate summarizing, paraphrasing, and quoting information from various sources.
- Prepare a research paper using American Psychological Association (APA) formatting standards.
- Construct a presentation.

Thinking Critically

- Evaluate sources of information for relevancy, reliability, and bias.
- Examine ethics issues in an academic setting.

Personal Management

- List strategies for increasing academic success.

ENG 121 - Business English

Course Description

A computer-based instruction module designed to help you develop improved language usage. It's well organized, easy to learn, and even works on a network for teacher-administered instruction. You'll get to test your skills then select areas for concentrated study. When you're ready, you can take the final examination. Topics include sentence structure, logic, grammatical relationship, and punctuation. The program presents a sentence with several underlined sections. You must identify the grammatical error if there is one. Students advance at their own pace. Throughout the program, you'll receive corrective instruction and immediate feedback on your response.

BIBL 434 - The Pentateuch

Course Description

The course design offers a textbook commentary, often on a verse-by-verse basis, on each of the five books, plus a general introduction to the Pentateuch as a whole.

References:

- Holy Bible: The New Open Bible, Study Edition, King James Version, 1611

Books:

- #7778 Special Mail Order: **Author:** L. Thomas Holdcroft, **Title:** *The Pentateuch*, **Publisher:** CeeTeC Publishers, **Pub. Date:** 2002 **Format:** Paperback, **ISBN:** 0-9680580-0-0, 298 + vi pp pages, **Price:** Including Taxes, Shipping & Handling: \$17.00

Second Semester

MGT 330 Management: Theory, Practice, & Application

Course Description

This course explores the rich field of management in theory and practice, and as both a science and an art. The course also addresses the role of managers in the current world of rapid change, increased competitive forces, and increased expectations for the successful performance of employees and organizations. The focus is on some of the ways and means of achieving desired goals. The student will leave this course with a solid background in the nature and work of management and managers. Applications of concepts to current workplace issues will be stressed.

Topics and Objectives

Overview of the Functions of Management

- Define the four functions of management.
- Explain how internal and external factors impact the four functions of management.
- Illustrate how managers use delegation.

Planning as a Management Function

- Evaluate the planning function of management.
- Analyze various factors that influence strategic, tactical, operational, and contingency planning.
- Explain how legal issues, ethics, and corporate social responsibility impact management planning.

Organizing as a Management Function

- Explain the organizing function of management as it relates to organizational resources.
- Compare and contrast various types of organizational structures.
- Evaluate how organizational functions impact organizational structures.

Leading as a Management Function

- Differentiate between management and leadership.
- Examine the role and responsibilities of leaders in creating and maintaining a healthy organizational culture.

Controlling as a Management Function

- Explain various control mechanisms.
- Examine positive and negative reactions to the use of controls.

MGT 344 Organizational Behavior and Ethical Responsibility

Course Description

This course in organizational behavior encompasses the study of individual and group behavior in organizational settings and explores the ethical issues to which employees are exposed. Contemporary issues in organizational behavior challenge individuals to recognize ethical dilemmas and resolve them through active deliberation and sound decision making. A comprehensive review of organizational behavior and ethics will allow students to examine their roles and responsibilities within organizations of the new millennium.

Topics and Objectives

Fundamentals of Organizational Behavior and Ethics

- Explain key concepts and terminology related to organizational behavior.
- Describe observable aspects of organizational culture.
- Analyze the culture and behavior of an organization.

Individual Behavior, Moral Perspectives, and Communication

- Compare and contrast the elements that determine individual behavior.
- Explain the different moral perspectives.
- Analyze the dimensions of behavior as outlined in the DISC® profile.
- Apply the elements of communication to managing organizational behavior.

Group Behavior, Productivity, and Ethics

- Analyze how a group can become a high-performance team.
- Apply motivation theories within organizations.
- Evaluate an ethics program.
- Analyze conflict management approaches.

Organizational Issues

- Apply the ethical decision-making steps to an ethics issue.
- Compile strategies for managing stress in the organization.
- Compare and contrast power and politics in organizations.

Organizational Trends

- Evaluate the business and ethical considerations of globalization.
- Assess the evolutionary trends in organizational behavior.

BIBL 432 - The Historical Books

Course Description

The course design offers a new upgraded and expanded edition of this well-known volume. It deals with the twelve books of the Bible from Joshua through Ester, and intended as a textbook, a commentary, a reference source, or a study manual.

Reference

Holy Bible: The New Open Bible, Study Edition, King James Version, 1611

Text Book

- #7779 Special Mail Order: **Author:** L. Thomas Holdcroft, **Title:** *The Historical Books*, **Publisher:** CeeTeC Publishers, **Pub. Date:** 2000 **Format:** Paperback, **ISBN:** 0-9680580-3-5, 298 + vi pp pages, **Price:** Including Taxes, Shipping & Handling: \$17.00

Third Semester

MGT 332 Critical Thinking: Strategies in Decision Making

Course Description

This course provides students opportunities for analysis, synthesis, prescription, and application of critical thinking and decision making within the organization. Emphasis is placed on preparing managers who can deal clearly, rationally, and creatively with a diverse workforce and dynamic workplace. This course equips students with concrete skills in critical thinking and decision making that will allow them to identify and solve organizational problems, as well as provide strategic direction.

Topics and Objectives

Characteristics of Critical Thinking and Decision Making

- Describe critical thinking and its importance and benefits to decision making processes.
- Analyze different types of thinking.
- Apply critical thinking to decision making.

Problem Identification and Formulation

- Examine the processes and forces involved in problem formulation.
- Apply critical thinking to problem identification and formulation.
- Describe a problem in a manner sensitive to various stakeholder perspectives using formulation tools and techniques.

Decision Making

- Describe tools and/or techniques used in decision making.
- Examine decision-making models and influences.
- Apply a decision-making technique to a situation.

Decision Implementation

- Determine factors affecting decision implementation in an organization.
- Evaluate resources and actions required for decision implementation.
- Evaluate ethical implications from stakeholders' perspectives of a decision.

Evaluation of Decision Outcome and Processes

- Apply appropriate evaluation tools and techniques.
- Evaluate decision-making outcomes and processes.

RES 331 Research and Evaluation I

Course Description

This course integrates applied business research and descriptive statistics. Examination of the role of statistics in research, statistical terminology, the appropriate use of statistical techniques and interpretation of statistical findings in business and research will be the primary focus.

Topics and Objectives

Defining Research and Operationalizing Problem Areas

- Define business research and its purpose.
- Differentiate among research terminology.
- Identify research issues and opportunities within an organization.
- Examine business problems utilizing quantifiable measures.
- Analyze the management-research hierarchy as a model for research.

Introduction to Research Design and Statistical Terminologies

- Compare and contrast primary and secondary information.
- Determine appropriate measures based on an operational definition for research tools.
- Employ appropriate data collection methods to investigate business research problems.
- Differentiate among symbols used in statistics.

Introduction to Descriptive Statistics and Discrete Probability Distributions

- Calculate measures of central tendency and dispersion.
- Present descriptive statistical data using graphic and tabular techniques.

Continuous Probability Distributions

- Solve business problems using continuous and discrete probability.
- Solve business problems using confidence intervals.

Practical Application of Descriptive Statistics and Probability Distributions

- Make business decisions utilizing descriptive statistics.
- Make business decisions utilizing probability distributions.

BIBL 436 - The Four Gospels

Course Description

The course design offers a study manual, textbook-commentary, and reference source organized as a chronological harmony of the life of Christ in the four Gospels. Each Gospel introduced individually, and its distinct contribution recognized throughout.

Text Book

- #7777 Special Mail Order: **Author:** L. Thomas Holdcroft, **Title:** *The Four Gospels, Third Edition*, **Publisher:** CeeTeC Publishers, **Pub. Date:** 1199 **Format:** Paperback, **ISBN:** 0-9680580-1-9, pp 298, **Price:** Including Taxes, Shipping & Handling: \$17.00

YEAR TWO

First Semester

RES 332 Research and Evaluation II

Course Description

This course integrates applied business research and descriptive statistics. Examination of the role of statistics in research, statistical terminology, the appropriate use of statistical techniques and interpretation of statistical findings in business and research will be the primary focus.

Topics and Objectives

Hypothesis Testing

- Identify a hypothesis.
- Formulate a hypothesis using the five-step process.
- Perform a hypothesis test using the standard normal distribution.
- Explain how to use hypothesis testing to evaluate possible solutions to a business research problem.

Populations and Samples used in Research

- Apply hypothesis testing to different populations and samples in business research situations.
- Compare and contrast parametric and nonparametric business scenarios.

Analysis of Variance (ANOVA) and Nonparametric tests in research

- Determine when to use an ANOVA for managerial decisions.
- Perform an ANOVA.
- Interpret the results of an ANOVA.
- Perform a nonparametric test.
- Interpret the results of a nonparametric test.

Regression Analysis in Research

- Determine when to use regression analysis.
- State the limitations of regression analysis.
- Perform a simple linear regression analysis.
- Interpret the results of a simple linear regression analysis.

Business Research in the Modern Environment

- Make business decisions utilizing statistical and research outcomes.

CIS 330 Computer and Information Processing

Course Description

This course introduces the fundamentals of computer systems and the role of information processing in today's business environment. An overview is presented of information systems, systems development, operating systems and programming, database management, networking and telecommunications, and the Internet.

Topics and Objectives

Information Systems

- Explain the System Development Life Cycle methodology.

Hardware

- Identify hardware components of a computer.

Operating Systems and Programming

- Distinguish between operating systems, programming languages, programs, and applications.
- Identify common computer software, including office automation.

Database Management

- Define terminology used with databases.
- Explain the role of databases.

Networking, Telecommunications, and the Internet

- Explain the terms and the technology of networks and telecommunications.
- Distinguish between the Internet, intranets, extranets, and e-business.

RELI 430- Biblical Interpretation

Course Description

You are required to work with texts that demand the use of skills from three basic genre strategies in biblical interpretation: poetic, narrative, and didactic analysis. Attention is given to the classical (historical, material, cultural, lexical) and contemporary (pre-understanding, biblical theology, application) aspects of interpretation based on the Dialectical Method.

Reference Books:

- #0318-0: Johnson Abe, Jr. Dialectical Method of Biblical Exegesis: A Revelation Paradigm for Students Taught by the Holy Spirit – Studying Scripture, Publisher: Trafford Church Publishing, Pub. Date: 2003 Format: Paperback ISBN: 1-4120-0318-0, pp. 152, Price: Including s/h \$23.98.
- #5590: **Author:** Bullinger E. W., Figures of Speech Used In the Bible, **Publisher:** Baker Book House **Pub. Date:** 1898, **Format:** Hardback **ISBN:** 0801005590, pp. 1004, **Price:** Including s/h \$64.90

Second Semester

ACC 330 Principles of Accounting

Course Description

This course focuses on principles of accounting for the non-accounting student. Emphasis will be placed on the accounting equation and transactions, financial statement preparation and analysis, internal controls, regulatory environment, compliance, and global business implications.

Topics and Objectives

Accounting Environment

- Define the characteristics of accounting.
- Explain the accounting equation.
- Determine the effects of transactions on the accounting equation.

Financial Statements

- Differentiate between accrual and cash accounting.
- Prepare financial statements.
- Examine financial statements.

Financial Statement Analysis

- Differentiate between managerial and financial accounting.
- Conduct basic financial statement analysis.

Internal Controls and Regulatory Bodies

- Determine the function of internal controls.
- Differentiate among the regulatory bodies.
- Explain regulatory compliance of organizations.

Global Business Environment

- Explain the accounting implications of the global business environment.

BUS 430 Business Law

Course Description

This course examines, analyzes, and applies to the modern business environment the nature, formation and system of law in the United States.

Topics and Objectives

Legal Environment

- Analyze the role of the Constitution and governmental action in the regulation of business.
- Identify the structure of the state and federal court systems.
- Identify the stages and processes of a civil case.
- Use legal terminology appropriately.
- Compare and contrast civil and criminal law.
- Analyze the role of dispute resolution in Business Law.

Torts and Intellectual Property

- Distinguish among types of torts.
- Discern the implications of the categories of intellectual property.
- Analyze legal issues related to e-business.
- Recognize international conflicts of law issues.

Contracts

- Identify the elements of valid common law and UCC contracts.
- Summarize the legal defenses to contract formation and enforcement.
- Compare and contrast the applications of legal and equitable remedies.

Employment Law and Ethics

- Determine types of discrimination that may occur in the workplace.
- Evaluate the ethical implications of situations in which the law conflicts with cultural practices.
- Differentiate between ethical and legal duties.
- Determine the various employment law issues that may arise in the workplace.

Business Organizations and Agency Law

- Explain the applications of agency law in the business environment.
- Distinguish among the types of business entities.
- Illustrate the impact of e-business on the global legal environment as it pertains to the various types of business entities.

BIBL 438 – Eschatology

Course Description

This course offers a comprehensive overview of the Bible's account of the future. You will be able to explain and evaluate divergent views along with the futurist position. Explore topics including approaches to the study, rapture, second coming, intermediate state, tribulation, resurrection, judgments, millennium, and the eternal state.

Books:

80-4-3 L. Thomas Holdcroft, *Eschatology: A Futurist View*, Publisher: CeeTeC Publishing, Abbotsford Canada Date: 2001 Format: Paperback 281 pp., ISBN: 0-9680580-4-3; Price: Including taxes, shipping and handling \$17.00.

Third Semester

FIN 330 Finance for Business

Course Description

This course introduces the student to the essential elements of finance for business. Emphasis is placed on financial management, financial markets, and the tools, techniques, and methodologies used in making financial decisions. Topics include: Financial planning, working capital management, capital budgeting, long term financing, and international finance.

Topics and Objectives

Introduction to Finance and Analysis

- Define basic financial terminology.
- Explain how financial markets work in the U.S.
- Assess the role of ethics and compliance in the finance environment.
- Evaluate financial performance using financial ratios.

Financial Planning

- Describe the relationship between strategic planning and financial planning.
- Prepare a cash budget.
- Perform a break even analysis.
- Calculate present value and future value of cash flows.

Working Capital Management and Capital Budgeting

- Evaluate effective working capital management techniques.
- Evaluate alternative capital projects.
- Identify the decision-making factors in lease versus buy.

Long Term Financing

- Identify the impact of financing strategies on cost of capital.
- Calculate the weighted average cost of capital (WACC) of a firm.
- Compare and contrast IPO and merger & acquisitions growth strategies.

International Finance

- Compare and contrast methods to mitigate foreign exchange rate risk.
- Analyze the impact of globalization on financial decisions.

MKT 430 Marketing

Course Description

This course involves an integrated analysis of the role of marketing within the total organization. Specific attention is given to the analysis of factors affecting consumer behavior, the identification of marketing variables, the development and use of marketing strategies, and the discussion of international marketing issues.

Topics and Objectives

Marketing Fundamentals

- Define marketing.
- Explain the importance of marketing in organizational success.
- Describe the elements of the marketing mix.
- Explain the importance of the marketing mix in the development of marketing strategy and tactics.
- Create a marketing plan.
- Identify quantifiable elements that can be used to evaluate, monitor and control marketing effectiveness.

Marketing Research

- Justify the importance of marketing research in the development of marketing strategy and tactics.
- Analyze the importance of competitive intelligence and analysis in marketing.
- Identify various segmentation criteria that impact target market selection.
- Describe the various types of organizational buyers and consumers and the factors that influence their purchasing decisions.

Marketing Strategy: Product and Price

- Describe the relationship between differentiation and positioning of products or services.
- Analyze the impact of the product life cycle on marketing.
- Identify the appropriate price strategy that should be used in the development of the strategic marketing plan.

Marketing Strategy: Place and Promotion

- Analyze the impact of channel management decisions on marketing.
- Select appropriate distribution channels.
- Identify the appropriate place and promotional strategy that should be used in the development of the strategic marketing plan.

The Dynamic Environment of Marketing

- Identify environmental factors that affect both global and domestic marketing decisions.
- Explain the impact of technology on marketing.
- Analyze the importance of social responsibility and ethics in marketing.

ECO 331 Principles of Microeconomics

Course Description

This course provides students with the basic theories, concepts, terminology, and uses of microeconomics. Students learn practical applications for microeconomics in their personal and professional lives through assimilation of fundamental concepts and analysis of actual economic events.

Topics and Objectives

Fundamentals of Microeconomics

- Define the terms of economics and microeconomics.
- Explain how supply and demand is used to determine market equilibrium.
- Determine how price elasticity of demand affects an individual's purchasing decision and a firm's pricing decision.

Production and Cost Analysis

- Analyze the relationship between productivity and the cost of production elements.
- Utilize a real-world example to explain the law of diminishing marginal productivity.
- Analyze the differences among variable, fixed, average, marginal, and total costs of production.
- Explain how supply and demand is used to determine wages in a market economy.

Market Structure

- Compare and contrast various market structures and their characteristics.
- Analyze conditions under which organizations maximize profits.
- Analyze how the profit maximizing decision varies among market structure.

Public Policy in Economics

- Evaluate how an externality affects the market outcome.
- Differentiate among horizontal, vertical, and conglomerate mergers.
- Analyze the effects of government policy on economic behavior.

Global Competition

- Determine how global competition affects a firm's strategies for maximizing profits.
- Analyze how social diversity and business ethics changes corporate business practices.

YEAR THREE

First Semester

BUS 432 Integrated Business Topics

Course Description

The integrated business topics course examines strategic business management while integrating topics from previously completed business foundation coursework. This allows students to demonstrate a comprehensive understanding of the undergraduate business curricula with a significant emphasis placed on the assessment of individual outcomes to determine content mastery.

Topics and Objectives

Introduction to Strategic Management

- Define strategic management and planning.
- Create an organizational mission and vision statement.
- Analyze an organization in terms of its structure, culture, and purpose.
- Develop a strategic plan.

Internal and External Environment

- Conduct a SWOTT (strengths, weaknesses, opportunities, threats and trends) analysis.
- Analyze the impact of the external and internal environments on an organization's strategic plan.

Strategy Development

- Develop strategic objectives.
- Create organizational objectives and goals.

Strategy Implementation

- Recommend an implementation strategy for a strategic plan.

Monitoring and Control

- Develop methods to monitor and control the implementation of a strategic plan.

ORG 431 Innovation, Design, and Creativity for a Competitive Advantage

Course Description

This course will provide students with a solid foundation in innovation, design, and creativity. Additionally, students will be prepared to apply relevant principles, tools, and techniques to promote and sustain organizational innovation for competitive advantage.

Topics and Objectives

Introduction to innovation, design, and creativity

- Compare and contrast innovation, design, and creativity.
- Examine the value of having creative thinkers within an organization.
- Analyze the benefits of innovative, design, and creative thinking in meeting organizational objectives.
- Identify the internal and external drivers of innovation.

Impact of innovation, design, and creativity on the organization

- Evaluate the impact of innovation, design, and creativity on strategy, process, product, and services.
- Evaluate the impact of innovation on various types of organizations.
- Analyze the unique considerations in managing an innovative organization.

Creativity for innovative decision making

- Examine the powers of mental models/mind sets, the forces that influence them, and the potential limits they impose on the decision making process.
- Identify the four steps to changing mental models/mind sets.
- Analyze the mental models/mind sets that guide your decision making in the work place.
- Compare and contrast the four styles of creative intelligence and their influence on organizational decision making.

Tools and techniques for innovation and creativity

- Explain the tools and techniques used in the design process.
- Identify the four basic phases of the innovative process.
- Evaluate the results of a creative/innovative process for continuous improvement.

Creating and sustaining an innovative organizational culture

- Analyze the role of incentives, training, and education in promoting innovation.
- Assess the role of leadership in creating, managing, and sustaining an innovative organization.
- Discuss the ethical implications of an individual rewards system.
- Differentiate between a non-innovative organization and an organization that has adopted, or is transitioning to become a creative and innovative organization.

MGT 430 Global Business Strategies

Course Description

The manager's perspective in the fields of international payments, international trade, and investment are analyzed. Emphasis is given to the materials and concepts that illuminate the strategies, structure, practices, and effects of multinational enterprises.

Topics and Objectives

Contemporary Global Business Environment

- Define globalization.
- List the major drivers of globalization.
- Explain some effects of globalization.
- Analyze the role of regional integration in promoting global business.

Global Business Strategy Formulation

- Conduct a country risk analysis.
- Relate the economic development stage of a country to potential business opportunities.
- Compare and contrast the advantages and disadvantages of various modes of entry into global markets.
- Describe the global strategic planning process.

Strategic Implementation: Global Business Operations

- Examine the impact of national and cultural differences on the functional areas of global business including human resource, marketing, and finance.
- Describe the legal and ethical challenges that confront global businesses.
- Examine the various roles that host governments play in global business operations.
- Describe the impact of global expansion on an organization's supply chain and technology systems.

Strategy Implementation: Finance and Marketing in Global Business

- Analyze global financing and exchange rate mechanisms.
- Identify multilateral and regional financial institutions that help foster global business.
- Identify various methods of financing global operations.
- Examine key foreign exchange risks and hedging techniques to mitigate risk.
- Conduct a global marketing analysis for a product or service.

Changing Environment of Global Business

- Examine contemporary trends in the global environment.
- Examine the role of governance in a global environment.
- Evaluate exit strategies for global organizations.

Second Semester

MGT 432 Quality Management and Productivity

Course Description

This course examines the concepts of continuous improvement and quality management, viewing quality as a systematic process that improves customer satisfaction. The course covers methodologies that will aid managers in assuring that the organization's quality system is effectively meeting the organization's continuous improvement goals.

Topics and Objectives

Total Quality Management

- Define total quality management (TQM).
- Identify how globalization impacts quality management.
- Compare and contrast traditional management styles with quality-focused management styles.

Strategic Planning and Customer Satisfaction

- Determine the relationship between an organization's process improvement plan and its strategic plan.
- Describe the role of TQM in manufacturing, service, government, and non-profit organizations.
- Provide examples of how to measure customer satisfaction.
- Express the importance of leadership as it relates to quality.

Data Collection and Quality Management Tools

- Utilize quality management tools to collect and present data.
- Recommend quality improvement strategies based upon data collected.
- Identify various types of processes and describe how process analysis can be useful in quality improvement.

Process Improvement

- Define variation and explain why it is important to total quality management.
- Explain how TOC, Lean, and Benchmarking can be used to improve organizations.
- Identify the structure used for Six-Sigma and describe the Six-Sigma DMAIC process.

Quality Implementation

- Summarize the requirements for creating and implementing a quality process.
- Outline the steps necessary to adopt a quality management system in an organization.

MGT 434 Human Resources Management

Course Description

This course focuses on the strategic role of human resource management, personnel planning and job analysis, personnel selection, performance appraisal, compensation, training, and development from the vantage point of the manager.

Topics and Objectives

Staffing

- Describe the changing role of human resource (HR) management in response to trends in globalization, technology, diversity, e-business, and ethics.
- Evaluate staffing practices and selection tools for legal compliance.
- Utilize various recruitment strategies to meet organizational needs.

Employee Development and Training

- Evaluate the components of a training program.
- Examine how the roles of training and development influence organizational performance.
- Utilize methods of career management.

Compensation and Benefits

- Analyze the impact of various compensation methods and benefit programs on employees and organizations.
- Relate salary and benefit administration strategies to organizational culture and performance.
- Examine how incentive plans relate to organizational objectives.

Employee Relations

- Evaluate the effectiveness of various performance appraisal methods.
- Describe some common problems associated with performance appraisals.
- Examine the impact of changes in employee relations strategies, policies, and practices on organizational performance.

Safety and Health

- Analyze contemporary safety and health management issues in the workplace.
- Forecast the HR requirements for organizational success.

MGT 436 Employment Law

Course Description

This course provides an overview of federal statutes and state-regulated areas that impact the personnel function. Among topics addressed are EEO and affirmative action, OSHA, ERISA, FMLA, and ADA; employee privacy issues (polygraph testing, drug and alcohol testing, employer searching and monitoring); and wrongful discharge.

Topics and Objectives

The Legal Environment of Employment

- Define what constitutes an "employer" and an "employee" for purposes of application of employment law.
- Analyze the relationship among "employment-at-will," wrongful discharge, and constructive discharge and their applications.
- Explain the discrimination complaint process, including possible outcomes of an employee complaint.
- Review the methods and terminology involved in case analysis and basic legal research as applicable to employment and discrimination case law.

Employment Discrimination

- Evaluate the impact of Title VII of the Civil Rights Act of 1964 upon the employment environment and the manner in which grievances may be addressed under the Act.
- Analyze the implications of workplace discrimination, both as to types of discrimination that are covered by Title VII and its amendments (PDA, ADA, ADEA), and those that are not.
- Review current law on sexual harassment in terms of addressing complaints in the workplace.

Affirmative Action, Labor Relations, And Major Employment Law Legislation

- Discuss the applicability of affirmative action to certain employers as compared with the requirements of Equal Employment Opportunity under Title VII.
- Define workplace responsibilities as impacted by major employment law legislation.
- Identify the appropriate legal manner in which management must respond to union organizing activities.
- Delineate the implications of landmark legislation that contributed to the development of U.S. labor relations.

Job Performance Management and Employee Rights

- Examine the legal considerations of the various types of tests administered in the workplace.
- Interpret the legal implications relating to performance evaluation methods and the regulation of work on the job.
- Compare and contrast the rights of privacy afforded to public and private sector employees in the workplace, and their implications.

Employee Safety, Health, and Welfare

- Analyze the roles of employers and government agencies in promoting employee safety, health, and welfare.
- Explain the purpose of workers' compensation statutes and the remedies they make available to workers injured on the job.
- Analyze laws that protect employee workplace rights and retirement, savings, and insurance benefits.

Third Semester

MGT 438 Organizational Negotiations

Course Description

This course provides an overview of negotiations in an organizational setting. Students will learn negotiation processes and strategies, the role of stakeholder interests in negotiation, and how to apply these concepts to the workplace. Students will also examine conflict management techniques as well as emerging negotiation trends in globalization and technology.

Topics and Objectives

Introduction to Negotiation

- Explain key negotiation concepts and terms.
- Analyze the roles of communication and personality in negotiation.
- Evaluate the benefits, cost, and risks associated with negotiation.

Negotiation Processes and Strategies

- Describe the negotiation process.
- Compare and contrast the different negotiation strategies.
- Prepare a negotiation plan.

Organizational Applications

- Determine the stakeholders in the organizational negotiation process.
- Apply appropriate negotiation strategies to support organizational goals.
- Analyze the impact of ethics and culture in organizational negotiations.

Negotiations and Conflict Management

- Analyze conflict in organizational negotiations.
- Apply conflict management intervention strategies to resolve organizational conflict.

Emerging Trends

- Analyze the implications of globalization and technology on negotiations.
- Discuss the evolving nature of negotiation philosophies.

PRA 490 Management Internship

Course Description

Student will apply for and be assigned to an approved organization during their last semester under the direct supervision of a management executive and general supervision of the program coordinator. Student will gain experience in combining classroom theory with on-the-job training. This course is intended for those students enrolled in the Bachelor of Science Degree program in Business Management.

Prerequisite: BUS 330 and departmental approval. Student must also possess a 2.5 GPA cumulative to enroll in an internship. This course is taken during the student's last semester. Student must apply for this internship with the program coordinator.

Credit Hours: 3 - 9

Contact Hours: Up to 135

Course Objective: Phillips Community College recognizes the value to its students of work experience in management techniques. Therefore, this program is designed to give students the opportunity to make practical application of their course work in a business setting.

Core Competencies

1. Students will be able to communicate effectively in a written or oral manner in the business environment.
2. Students will acknowledge diverse groups of individuals possessing different beliefs, values, attitudes, and customs.
3. Students will demonstrate a legal/ethical behavior that is appropriate for the business professional in today's society.
4. Students will analyze, interpret, and evaluate data necessary to solve problems and support business decisions.
5. Students will demonstrate the ability to use computer technology.

You how their knowledge of computer software by completing projects using Word, Excel, and PowerPoint. With these objectives in mind, an opportunity is given to the student to make practical application of course work through this internship program and completion of projects using Microsoft Office and QuickBooks.

Job Placement: The program coordinator will assign each student to a training station in an approved business. The student will be assigned to an on-the-job training supervisor and will be given the best possible job training experience suited to the student. Should any unforeseen problems arise, the student should contact the program coordinator, who will help the student resolve the problem.

Job Expectations: The student will adhere to company policy and can be terminated from the training program for the same reasons as any other employee. Should an intern be discharged from a training site, it will be the decision of the program coordinator, upon consultation with the training supervisor, whether the student will be allowed to change training stations or lose course credit. Conversely, any student who stops working at the training site will not receive course credit.

Job Performance: It is up to the intern to get the most that they can from the internship. Boredom, poor attitudes, laziness, lack of self-discipline and many other negative feelings should have no place in this endeavor. If problems do arise that you cannot handle, contact your program coordinator.