



# Addendum to the 2018-19 Academic Catalog

## Bachelor of Arts in Business Administration Course Descriptions

The Management courses that make up the major in the B.A. in Business Administration are described below. The first set of parentheses (4) following the course title states the number of credit hours that may be earned in the course. The second set of parentheses (4, 0) indicates the number of lecture hours per week and the number of lab hours, if applicable.

### Management

#### **MNG 323 Employment Law (4) (4, 0)**

This course introduces all legal aspects of employment law and the impact of these laws in the marketplace. The course also covers an overview of the legal environment of current federal and state laws relating to with employer-employee contracts, anti-discrimination laws, employee testing and privacy, retirement and workers compensation, and other statutory legal rights.

**Prerequisite:** BUS 303

#### **MNG 350 Business Statistics (4) (4, 0)**

This course introduces the quantitative methods and techniques to analyze real-world business problems. The course covers basic probability theory, descriptive statistics, correlative estimation, sampling methodology, testing hypothesis, and regression.

**Prerequisite:** MAT 200

**MNG 360 Principles of Financial Management (4) (4, 0)**

This course is an introduction to the role that corporate finance plays in a business organization. The course explains the role of the finance manager and introduces the analysis of financial statements, the ways of raising capital, financial markets, working capital management, evaluation of financial assets, and the theory of valuation on decision making in a business organization.

**Prerequisite:** ACC 162 and MAT 200

**MNG 370 Entrepreneurship (4) (4, 0)**

This course explains the role and impact of entrepreneurship business in the U.S. economy. The course introduces the management principles to create, establish, and maintain a small business. The course also covers the necessary skills, challenges, attitude, commitment, and rewards related with operating an entrepreneurship new venture.

**Prerequisite:** BUS 220 and BUS 303

**MNG 380 Organization Theory and Design (4) (4, 0)**

This course introduces the concepts and theories of business organizations and management. The course covers topics related to organization theory, structure, and organization design with the perspective of designing more effective and competitive organizations. Other topics include the study of organizational characteristics such as type, size, structure, degree of centralization, level of technology; and organizational processes such as organizational planning, leadership styles, decision making, and coordination and controlling systems.

**Prerequisite:** BUS 220

**MNG 390 International Business Management (4) (4, 0)**

This course introduces the legal aspects, social environment and government regulations that influence the way business is conducted in the USA. The course will cover areas related to the nature of the law, the courts, administrative law, business organizations and contract formation, consumer protection law, creditors' rights and bankruptcy, employment, immigration and labor law, and environment law. Business ethics also will be introduced throughout the course.

**Prerequisite:** BUS 220 and BUS 303

**MNG 400 Strategic Management (4) (4, 0)**

This course introduces the "nature" of strategic management and how firms create business policies. Topics include the concepts and techniques to create an organizational mission, perform an industry competition analysis, analyze the firm competition advantage, and establish operational policies of an organization. The course uses a case analysis approach so students can use the theories and techniques learned in the course to develop strategic plans and set up business policies.

**Prerequisite:** MNG 360 and MNG 380

**MNG 405 Human Resource Management (4) (4, 0)**

This course introduces the new concepts and techniques to manage a human resource department. The major topic covers the role of the human resource department in the organization. Others topics include human resources planning, job analysis, staffing process, performance appraisals, job training and development, compensation, collective bargaining and other legal human resources issues.

**Prerequisite:** BUS 303 and MNG 323

**MNG 410 Employee Training and Development (4) (4, 0)**

This course introduces training and development systems used by corporations to train and develop a more efficient and effective work force. Other topics include how to assess, design, and create training program to provide the necessary skills to perform a job; and other organizational development programs to improve the performance and ensure the work force has the skills for present and future jobs.

**Prerequisite:** BUS 323 and MNG 405

**MNG 415 Compensation and Benefits (4) (4, 0)**

This course introduces the compensation and benefits principles to achieve organizational objectives. The course will cover how organizations use compensation systems to attract, recruit, develop, motivate and retain employees. The course also covers how to do an analysis of the company current compensation system, and survey of the new and more recent developments in compensation decisions.

**Prerequisite:** BUS 323 and MNG 405

**MNG 420 Operations of Small Business (4) (4, 0)**

This course introduces the concepts and applications to establish and operate a small business. The courses covers topics such as the risk involved in opening a small business, different legal forms of ownership, planning, organizing, and financing of small business', government regulations and taxation of small business, and other necessary skills the small business owner needs to know to avoid the potential pitfalls of a small business.

**Prerequisite:** MNG 400

**MNG 425 Business Plan Writing for Small Business (4) (4, 0)**

This course introduces all management aspects of the Business Plan as the most essential and necessary tool to create, start, finance, and organize a small business. The courses describes how to do the necessary research for your business, and explains in detail each of the components of a professional business plan, including executive summary, mission, company summary, market analysis, strategy summary, management summary, and financial plan. This is a capstone course recommended to be taken in the last semester of your program.

**Prerequisite:** MNG 400