

# Management

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The Department of Management offers six undergraduate degree programs. The Bachelor of Business Administration (BBA) degree is available in Management, Human Resource Management, International Business, and General Business. For non-traditional learners, the Department also offers the Bachelor of Applied Arts and Science (BAAS) degree in Business Occupations and the Bachelor of Science in Applied Science (BSAS) degree with a Business Administration emphasis.

The BAAS and BSAS degree programs are designed for learners who have completed technical/occupational specializations from community colleges, technical schools, and military schools, among others, and qualify for admission. Additional information regarding these two programs is available on the Department Webpage. The department also supports minors in Business and International Business.

The baccalaureate degree programs provide a broad-based education focused on developing business knowledge. Each major has a set of required courses and electives that learners may choose to enrich their degree programs as well as business core requirements designed to provide a common set of business competencies. All departmental programs are designed to prepare students to meet the demands of today's challenging and competitive workplace and for entrance into graduate school.

At the graduate level, the department offers a Master of Science (MS) degree in Human Resource Management and an MS in Management. The College of Business also offers the Master of Business Administration (MBA) degree. The Department of Management manages the MBA program on behalf of the College. Those interested in graduate programs should consult the graduate section of this catalog.

The Management Department participates in the University's off-campus initiatives. Various degree programs are offered at the Fort Worth Campus, in Waco through our partnership with the McLennan Community College (MCC), Midlothian through our partnership with Navarro College, and online.

## The Bachelor of Business Administration Degree in Management

### Required Courses

General Education Requirements (<http://catalog.tarleton.edu/academicaffairs/>) 42

Select one of the following (shared with the General Education Core)

MATH 1314	College Algebra	
MATH 1324	Math for Business & Social Sciences I (Finite Mathematics)	
MATH 1332	Contemporary Mathematics I	
MATH 1342	Elementary Statistical Methods	
MATH 2412	Precalculus Math	
MATH 2413	Calculus I	

### Common Business Core and Major Specific Requirements <sup>1</sup>

BCIS 1305	Business Computer Applications	3
BUSI 1301	Business Principles	3

Select one of the following: 3-4

MATH 1316	Plane Trigonometry	
MATH 1324	Math for Business & Social Sciences I (Finite Mathematics)	
MATH 1325	Math for Business & Social Sciences II (Business Calculus)	
MATH 2412	Precalculus Math	
MATH 2413	Calculus I	
ACCT 2301	Principles of Accounting I-Financial	3
ACCT 2302	Principles of Accounting II-Managerial	3
BUSI 2301	Business Law I	3
BUSI 2305	Business Statistics	3
ECON 2301 [shared]	Principles of Macroeconomics	
ECON 2302	Principles of Microeconomics	3
BUSI 3312 [WI ( <a href="http://catalog.tarleton.edu/academicaffairs/">http://catalog.tarleton.edu/academicaffairs/</a> )]	Business Communication	3
FINC 3301	Principles of Financial Management	3
MGMT 3300	Principles of Management	3
MKTG 3312	Marketing	3
BCIS 4350	Management Information Systems	3
BUSI 4344	Introduction to International Business	3
BUSI 4359 [WI ( <a href="http://catalog.tarleton.edu/academicaffairs/">http://catalog.tarleton.edu/academicaffairs/</a> )]	Business Strategy	3

### Major Specific Courses <sup>1</sup>

MGMT 3302	Human Resource Management	3
MGMT 3350	Organization Behavior	3
MGMT 4307 [WI ( <a href="http://catalog.tarleton.edu/academicaffairs/">http://catalog.tarleton.edu/academicaffairs/</a> )]	Business Ethics	3
MGMT 4321	Production and Operations Management	3

### Elective(s)

Elective		9
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<b>Total Hours</b>		<b>108</b>
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**Additional Required Courses for Concentrations****Small Business /Entrepreneurship**

MGMT 3304	Small Business Management	3
Select Nine (9) Hours from:		9
MGMT 4312	Entrepreneurship	
MGMT 4320	International Entrepreneurship	
MGMT 4323	Innovation and Creativity in Business	
MGMT 4325	Trends and Issues in Entrepreneurship	
<b>Total Hours</b>		<b>12</b>

**General Management**

Select 12 Hours from:		12
MGMT 3304	Small Business Management	
MGMT 3325	Leadership	
MGMT 3385	Managing Diversity in Organizations	
MGMT 4084	Internship	
MGMT 4086	Problems	
MGMT 4090	Special Topics in Management	
MGMT 4303	Strategic Compensation	
MGMT 4304	Staffing Organizations	
MGMT 4305	Human Resource Development	
MGMT 4306	Employee and Labor Relations	
MGMT 4308	Negotiation & Conflict Resolution	
MGMT 4312	Entrepreneurship	
MGMT 4315	Project Management	
MGMT 4320	International Entrepreneurship	
MGMT 4323	Innovation and Creativity in Business	
MGMT 4325	Trends and Issues in Entrepreneurship	
MGMT 4354	International Management	
MGMT 4385	Seminar in Management	
MGMT 4389	Global Management Practices	
<b>Total Hours</b>		<b>12</b>

<sup>1</sup> Requirements in the Common Business Core and Major Specific areas require a grade of "C" or Better.

**The Bachelor of Business Administration Degree in Human Resources Management****Required Courses**

General Education Requirements ( <a href="http://catalog.tarleton.edu/academicaaffairs/">http://catalog.tarleton.edu/academicaaffairs/</a> )		42
Select one of the following (shared with the General Education Core)		
MATH 1314	College Algebra	
MATH 1324	Math for Business & Social Sciences I (Finite Mathematics)	
MATH 1332	Contemporary Mathematics I	
MATH 1342	Elementary Statistical Methods	
MATH 2412	Precalculus Math	
MATH 2413	Calculus I	
<b>Common Business Core and Major Specific Requirements <sup>1</sup></b>		
BCIS 1305	Business Computer Applications	3
BUSI 1301	Business Principles	3
Select one of the following:		3-4
MATH 1316	Plane Trigonometry	
MATH 1324	Math for Business & Social Sciences I (Finite Mathematics)	
MATH 1325	Math for Business & Social Sciences II (Business Calculus)	
MATH 2412	Precalculus Math	
MATH 2413	Calculus I	
ACCT 2301	Principles of Accounting I-Financial	3
ACCT 2302	Principles of Accounting II-Managerial	3
BUSI 2301	Business Law I	3
BUSI 2305	Business Statistics	3
ECON 2301 [shared]	Principles of Macroeconomics	
ECON 2302	Principles of Microeconomics	3
BUSI 3312 [WI ( <a href="http://catalog.tarleton.edu/academicaaffairs/">http://catalog.tarleton.edu/academicaaffairs/</a> )]	Business Communication	3
FINC 3301	Principles of Financial Management	3
MGMT 3300	Principles of Management	3
MKTG 3312	Marketing	3

	Management	3
BCIS 4350	Management Information Systems	3
BUSI 4344	Introduction to International Business	3
BUSI 4359 [WI ( <a href="http://catalog.tarleton.edu/academicaffairs/">http://catalog.tarleton.edu/academicaffairs/</a> )]	Business Strategy	3
<b>Major Specific Courses <sup>1</sup></b>		
PSYC 2301	General Psychology <sup>2</sup>	3
MGMT 3302	Human Resource Management	3
MGMT 3350	Organization Behavior	3
BLAW 4334	Employment Law	3
MGMT 4303	Strategic Compensation	3
MGMT 4304	Staffing Organizations	3
MGMT 4305	Human Resource Development	3
MGMT 4306	Employee and Labor Relations	3
Select two of the following:		6
MGMT 3325	Leadership	
MGMT 3385	Managing Diversity in Organizations	
MGMT 4084	Internship	
MGMT 4307 [WI ( <a href="http://catalog.tarleton.edu/academicaffairs/">http://catalog.tarleton.edu/academicaffairs/</a> )]	Business Ethics	
MGMT 4308	Negotiation & Conflict Resolution	
MGMT 4315	Project Management	
MGMT 4354	International Management	
MGMT 4389	Global Management Practices	
<b>Elective(s)</b>		
Elective		3
<b>Total Hours</b>		<b>120</b>

<sup>1</sup> Requirements in the Common Business Core and Major Specific areas require a grade of "C" or Better.

<sup>2</sup> A student who counts this course toward university general education requirements must complete an additional 3 hours of electives.

## The Bachelor of Business Administration Degree in General Business

### Required Courses

General Education Requirements (http://catalog.tarleton.edu/academicaffairs/)		42
Select one of the following (shared with the General Education Core)		
MATH 1314	College Algebra	
MATH 1324	Math for Business & Social Sciences I (Finite Mathematics)	
MATH 1332	Contemporary Mathematics I	
MATH 1342	Elementary Statistical Methods	
MATH 2412	Precalculus Math	
MATH 2413	Calculus I	
<b>Common Business Core and Major Specific Requirements <sup>1</sup></b>		
BCIS 1305	Business Computer Applications	3
BUSI 1301	Business Principles	3
Select one of the following:		3-4
MATH 1316	Plane Trigonometry	
MATH 1324	Math for Business & Social Sciences I (Finite Mathematics)	
MATH 1325	Math for Business & Social Sciences II (Business Calculus)	
MATH 2412	Precalculus Math	
MATH 2413	Calculus I	
ACCT 2301	Principles of Accounting I-Financial	3
ACCT 2302	Principles of Accounting II-Managerial	3
BUSI 2301	Business Law I	3
BUSI 2305	Business Statistics	3
ECON 2301 [shared]	Principles of Macroeconomics	
ECON 2302	Principles of Microeconomics	3
BUSI 3312 [WI (http://catalog.tarleton.edu/academicaffairs/)]	Business Communication	3
FINC 3301	Principles of Financial Management	3
MGMT 3300	Principles of Management	3
MKTG 3312	Marketing	3
BCIS 4350	Management Information Systems	3
BUSI 4344	Introduction to International Business	3
BUSI 4359 [WI (http://catalog.tarleton.edu/academicaffairs/)]	Business Strategy	3
<b>Major Specific Course(s)</b>		
MGMT 3302	Human Resource Management	3

<b>Elective(s)</b>	
Advanced Electives	24
Electives	6
<b>Total Hours</b>	<b>120</b>

<sup>1</sup> Requirements in the Common Business Core and Major Specific areas require a grade of "C" or Better.

## The Bachelor of Business Administration Degree in International Business

### Required Courses

General Education Requirements (<http://catalog.tarleton.edu/academicaffairs/>) 42

Select one of the following (shared with the General Education Core)

MATH 1314	College Algebra	
MATH 1324	Math for Business & Social Sciences I (Finite Mathematics)	
MATH 1332	Contemporary Mathematics I	
MATH 1342	Elementary Statistical Methods	
MATH 2412	Precalculus Math	
MATH 2413	Calculus I	

### Common Business Core and Major Specific Requirements <sup>1</sup>

BCIS 1305	Business Computer Applications	3
BUSI 1301	Business Principles	3

Select one of the following: 3-4

MATH 1316	Plane Trigonometry	
MATH 1324	Math for Business & Social Sciences I (Finite Mathematics)	
MATH 1325	Math for Business & Social Sciences II (Business Calculus)	
MATH 2412	Precalculus Math	
MATH 2413	Calculus I	

ACCT 2301	Principles of Accounting I-Financial	3
ACCT 2302	Principles of Accounting II-Managerial	3
BUSI 2301	Business Law I	3
BUSI 2305	Business Statistics	3
ECON 2301 [shared]	Principles of Macroeconomics	
ECON 2302	Principles of Microeconomics	3
BUSI 3312 [WI ( <a href="http://catalog.tarleton.edu/academicaffairs/">http://catalog.tarleton.edu/academicaffairs/</a> )]	Business Communication	3
FINC 3301	Principles of Financial Management	3
MGMT 3300	Principles of Management	3
MKTG 3312	Marketing	3
BCIS 4350	Management Information Systems	3
BUSI 4344	Introduction to International Business	3
BUSI 4359 [WI ( <a href="http://catalog.tarleton.edu/academicaffairs/">http://catalog.tarleton.edu/academicaffairs/</a> )]	Business Strategy	3

### Major Specific Courses <sup>1</sup>

BLAW 4384	International Business Law	3
ECON 4301	International Economics	3
FINC 4301	International Financial Management	3
MGMT 4354	International Management	3
MKTG 4314	Supply Chain and Logistics Concepts	3
MKTG 4354	International Marketing	3

Select Six (6) Advanced Hours from the following: 6

Foreign Language <sup>2</sup>	
BUSI 4389	Global Business Practices
ENGL 3344 [WI ( <a href="http://catalog.tarleton.edu/academicaffairs/">http://catalog.tarleton.edu/academicaffairs/</a> )]	Readings in World Literature
MGMT 3385	Managing Diversity in Organizations
MGMT 4084	Internship
MGMT 4320	International Entrepreneurship
MGMT 4389	Global Management Practices
MKTG 4084	Internship
MKTG 4389	Global Marketing Practices
PHIL 3304	Philosophy of World Religions
POLS 3301	Political Economy of Globalization
POLS 3308 [WI ( <a href="http://catalog.tarleton.edu/academicaffairs/">http://catalog.tarleton.edu/academicaffairs/</a> )]	International Politics
POLS 3314	Comparative Politics

### Elective(s)

Elective(s)	9
<b>Total Hours</b>	<b>120</b>

<sup>1</sup> Requirements in the Common Business Core and Major Specific areas require a grade of "C" or Better.

<sup>2</sup> Foreign Language credit(s) would need to be upper division (junior/senior level) to meet this requirement.

## The Bachelor of Applied Arts and Sciences Degree in Business

### Required Courses

General Education Requirements (<http://catalog.tarleton.edu/academicaaffairs/>) 42

Select one of the following (shared with the General Education Core)

MATH 1314	College Algebra	
MATH 1324	Math for Business & Social Sciences I (Finite Mathematics)	
MATH 1332	Contemporary Mathematics I	
MATH 1342	Elementary Statistical Methods	
MATH 2412	Precalculus Math	
MATH 2413	Calculus I	

### Common Business Core and Major Specific Requirements <sup>1</sup>

BCIS 1305	Business Computer Applications	3
BUSI 2301	Business Law I	3
BUSI 2305	Business Statistics	3
ECON 2301 [shared]	Principles of Macroeconomics	
ACCT 3300	Accounting Concepts	3
BUSI 3312 [WI ( <a href="http://catalog.tarleton.edu/academicaaffairs/">http://catalog.tarleton.edu/academicaaffairs/</a> )]	Business Communication	3
FINC 3301	Principles of Financial Management	3
MGMT 3300	Principles of Management	3
MKTG 3312	Marketing	3
BUSI 4344	Introduction to International Business	3
BCIS 4350	Management Information Systems	3
BUSI 4359 [WI ( <a href="http://catalog.tarleton.edu/academicaaffairs/">http://catalog.tarleton.edu/academicaaffairs/</a> )]	Business Strategy	3
Advanced Business Electives from: ACCT, ADMS, BCIS, ECON, FINC, BUSI, BLAW, REST, MGMT, MKTG		6

### Electives and/or Prior Learning Credit <sup>2</sup>

Advanced Electives	6
Prior Learning Credit	12-33
Elective(s)	0-21

**Total Hours** 120

<sup>1</sup> Requirements in the Common Business Core and Major Specific areas require a grade of "C" or Better.

<sup>2</sup> Students who qualify with Prior Learning Credits of less than 33 hours will need sufficient elective hours to reach the 120 hours required for degree conferral.

## The Bachelor of Science Degree in Applied Science

### Required Courses

General Education Requirements (<http://catalog.tarleton.edu/academicaaffairs/>) 42

**Prior Learning Credit** 12-36

**Total Hours** 78

### Additional Required Courses for Concentrations

#### Business Administration

#### Major Specific Requirements for the Business Administration Concentration <sup>1</sup>

BUSI 3312 [WI ( <a href="http://catalog.tarleton.edu/academicaaffairs/">http://catalog.tarleton.edu/academicaaffairs/</a> )]	Business Communication	3
BUSI 4398	Professional Development in Applied Business	3
MGMT 3302	Human Resource Management	3
MGMT 3350	Organization Behavior	3
MGMT 4307 [WI ( <a href="http://catalog.tarleton.edu/academicaaffairs/">http://catalog.tarleton.edu/academicaaffairs/</a> )]	Business Ethics	3

Advanced Business Electives from: ACCT, ADMS, BCIS, ECON, FINC, BUSI, BLAW, REST, MGMT, MKTG 9

Advanced Electives 12

#### Elective(s) <sup>2</sup>

Electives 6-30

**Total Hours** 42

#### Psychological Sciences

MATH 1314 [shared]	College Algebra	
PHIL 1301	Introduction to Philosophy	3
PSYC 2301 [shared]	General Psychology	

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PSYC 2317	Statistical Methods in Psychology	3
PSYC 3301	Psychology of Learning	3
PSYC 3309 [WI ( <a href="http://catalog.tarleton.edu/academicaffairs/">http://catalog.tarleton.edu/academicaffairs/</a> )]	Writing in Psychology	3
PSYC 3435 [WI ( <a href="http://catalog.tarleton.edu/academicaffairs/">http://catalog.tarleton.edu/academicaffairs/</a> )]	Principles of Research for the Behavioral Sciences	4
PSYC 4320	History of Psychology	3
Elective		0-24
Advanced PSYC electives		11
Advanced Electives		12
<b>Total Hours</b>		<b>42</b>

<sup>1</sup> Requirements in the Major Specific areas require a grade of "C" or Better.

<sup>2</sup> Students who qualify with Prior Learning Credits of less than 36 hours will need sufficient electives to reach the 120 hours required for degree conferral.

## Business Minor

### Required Courses

Coursework: from: ADMS, ACCT, BCIS, ECON, FINC, BUSI/BLAW/REST, MGMT or MKTG <sup>1</sup>	12
Advanced hours from: ADMS, ACCT, BCIS, ECON, FINC, BUSI/BLAW/REST, MGMT or MKTG	6
<b>Total Hours</b>	<b>18</b>

<sup>1</sup> Student must select coursework from at least 2 different subject fields.

## International Business

### Required Courses

#### Required courses:

BUSI 4344	Introduction to International Business	3
MGMT 4354	International Management	3
MKTG 4354	International Marketing	3
BLAW 4384	International Business Law	3
Select two of the following:		6
Foreign Language		
BUSI 4389	Global Business Practices	
MKTG 4389	Global Marketing Practices	
MGMT 4389	Global Management Practices	
MKTG 4314	Supply Chain and Logistics Concepts	
ENGL 3344 [WI ( <a href="http://catalog.tarleton.edu/academicaffairs/">http://catalog.tarleton.edu/academicaffairs/</a> )]	Readings in World Literature	
POLS 3301	Political Economy of Globalization	
POLS 3308 [WI ( <a href="http://catalog.tarleton.edu/academicaffairs/">http://catalog.tarleton.edu/academicaffairs/</a> )]	International Politics	
POLS 3314	Comparative Politics	
PHIL 3304	Philosophy of World Religions	
<b>Total Hours</b>		<b>18</b>

NOTE: It is recommended that non-BBA students interested in pursuing a graduate degree in business such as the MACC, MBA, or MS-HRM should consider taking the following courses (or their equivalents) as their Business Minor to satisfy Graduate Leveling Requirements:

- Any Business MGMT Course
- Any Business MKTG Course
- ACCT 3300: Accounting Concepts (or ACCT 2301 and ACCT 2302 if interested in pursuing the MACC)
- BUSI 2311: Business Statistics
- FINC 3301: Principles of Finance
- ECON 2302: Microeconomics

Additionally, it is recommended that students interested in the Master of Accounting (MACC) should consider taking the following courses (or their equivalents) to satisfy Graduate Leveling Requirements in accounting:

- ACCT 2301 - Principles of Accounting I - Financial
- ACCT 2302 - Principles of Accounting II - Managerial
- ACCT 3303 - Intermediate Accounting I
- ACCT 3304 - Intermediate Accounting II
- And any two of the following courses (ACCT 3302 Cost Accounting; BUSI 2311 Business Statistics; ECON 2301 Macroeconomics; ECON 4301 International Economics; FINC 3301 Principles of Finance)

### Academic Appeals Process

In accordance with Tarleton State University policy, the College of Business hereby adopts the following as its procedure for academic appeals. Each learner encountering a grievance, academic in nature, follow the procedures for filing an academic appeal found in the following policy:

- COB Academic Appeal (<https://tarleton.sharepoint.com/:w:/s/COBA-CollegeofBusinessAdministration/EQoJzN6hqvpFoh6bg9ay99gB2tLb2eai3aipAlxAEmxWHw/?e=urpK3x>)

#### Other Information:

- COB Minimum Technology Requirements (<https://www.tarleton.edu/cob/QM/minimum-technology-requirements.html>)
- COB Computer Skills and Digital Information Literacy Skills (<https://www.tarleton.edu/cob/QM/computer-skills-and-digital-information-literacy-skills.html>)
- COB Vendor Privacy Statements (<https://www.tarleton.edu/cob/QM/vendor-privacy-statements.html>)
- COB Technical Support (<https://www.tarleton.edu/cob/QM/technical-support.html>)
- COB Accessibility Support (<https://www.tarleton.edu/cob/QM/accessibility-support.html>)
- COB Academic Support Services (<https://www.tarleton.edu/cob/QM/academic-support-services.html>)
- COB Student Services and Resources (<https://www.tarleton.edu/cob/QM/student-services-and-resources.html>)
- COB Vendor Accessibility Statements (<https://www.tarleton.edu/cob/QM/vendor-accessibility-statements.html>)
- COB Undergraduate Online Orientation (<https://tarleton.instructure.com/courses/19004/>)
- COB Undergraduate Advising Guides and Course Rotations (<https://www.tarleton.edu/majorinfo/>)

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## Professors

- Baeza, Dr. Miguel
- Freed, Dr. Rusty
- Heller, Dr. Nathan
- McCamey, Dr. Randy
- Notgrass, Dr. David

## Associate professors

- Ashton, Dr. Triss
- Cavazos, Dr. David
- Dittfurth, Dr. Ed
- Hall, Dr. Reggie
- Heller, Dr. Jake
- Joiner, Dr. Sue
- Krueger, Dr. Dianna
- Martinson, Dr. Brian
- Mullens, Dr. Drake
- Richardson, Dr. Rick
- Shaw, Dr. Joanna

## Assistant professors

- Brown, Dr. Bryn
- Dinulescu, Dr. Catalin
- Foster, Ms. Christi
- LeCounte, Dr. John

## Instructor

- Brown, Ms. Angelia
- Dummar, Mr. Joe
- Foster, Ms. Christi
- Leaverton, Mr. John "Bill"
- Price, Mr. William "Bill"

## Administration Courses

### ADMS 1305. Intermediate Keyboarding. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).

Students will master the alpha-numeric computer keyboard by touch, with attention to accuracy and the correct formatting of business documents such as letters, memorandums, formal reports, forms, and other business correspondence. Prerequisite: Beginning typewriting in high school or college.

## Business Courses

### BUSI 1000. TCC Dual Admit. 0 Credit Hours (Lecture: 0 Hours, Lab: 0 Hours).

### BUSI 1100. Transitioning to University Studies in Business. 1 Credit Hour (Lecture: 1 Hour, Lab: 1 Hour).

Practical study designed to prepare the student for university life, aid in the development of skills for academic success, promote personal growth and responsibility, and encourage active involvement in the learning process from an individual college perspective.

### BUSI 1301. Business Principles. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).

Business as an integral part of society. Emphasis on ethics, social responsibility, the legal environment, and global perspectives.

### BUSI 1307. Personal Finance. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).

Personal and family accounts, budgets and budgetary control, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting or home ownership, and wills and trust plans.

### BUSI 2301. Business Law I. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).

The study of the principles of law relating to law and ethics, the judicial system, constitution, tort and criminal law, law of sales, and commercial property.



**BUSI 2305. Business Statistics. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).**

Descriptive and inferential statistical techniques for business and economic decision-making. Topics include the collection, description, analysis, and summarization of data; probability; discrete and continuous random variables; the binomial and normal distributions; sampling distributions; tests of hypotheses; estimation and confidence intervals; linear regression; and correlation analysis. Statistical software is used to analyze data throughout the course. Prerequisites: MATH 1324 Mathematics for Business & Social Sciences or MATH 1314 College Algebra and BCIS 1305 Business Computer Applications.

**BUSI 3312. Business Communication. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours). [WI (<http://catalog.tarleton.edu/academicaffairs/>)]**

A study of effective communication, both verbal and written. Provides students the opportunity to gain practice in making decisions involving selection and organization of communication content, in choosing appropriate medium for presentation of information and developing effective business writing styles.

**BUSI 4084. Internship. 1-6 Credit Hours (Lecture: 0 Hours, Lab: 1-20 Hours).**

Preapproved and supervised work experience in a business related position with a public or private business organization. May be repeated for a total of 6 hours credit. Prerequisite: Approval of Instructor and Department Head.

**BUSI 4086. Business Problems. 1-3 Credit Hours (Lecture: 0 Hours, Lab: 1-3 Hours).**

A directed study of selected problems in business. May be repeated with approval of the head of the Department. Prerequisites: Approval of Instructor and Department Head.

**BUSI 4090. Special Topics in Business. 1-3 Credit Hours (Lecture: 1-3 Hours, Lab: 1-3 Hours).**

An examination of current topics in general business. Readings required from current general business publications and other related periodicals. May be repeated for credit when topics vary. Prerequisite: Approval of Instructor and Department Head.

**BUSI 4314. Administrative Office Management. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).**

Principles of office management, including planning, organizing, staffing, directing, and controlling are examined. Emphasis is placed on human relations, problem solving, leadership, and improved managerial performance, office procedures, talent requirements, and equipment needs.

**BUSI 4344. Introduction to International Business. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).**

Broad coverage of key concepts and issues in international business. Emphasis on the environment of international business and the operations of the multinational firm.

**BUSI 4359. Business Strategy. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours). [WI (<http://catalog.tarleton.edu/academicaffairs/>)]**

A capstone course involving the integration of concepts and principles studied in accounting, economics, finance, management, marketing, quantitative methods, and other relevant disciplines. Includes problem solving and business decision making. Designed to be taken by senior business majors during their last semester. Prerequisite: FINC 3301, BUSI 2311, MGMT 3300, MKTG 3312; or approval of department head.

**BUSI 4385. Seminar in General Business. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).**

A study of selected topics dealing with problems or unique needs of business. May be repeated for credit as topics vary. Prerequisite: Approval of Instructor and Department Head.

**BUSI 4389. Global Business Practices. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).**

The study of basic international business concepts, cultural literacy, and discipline specific content are then applied to practical experiences and activities related to the foreign country visited. A required study abroad at the student's expense is required. Student may complete a maximum of six hours of COBA sponsored study abroad toward degree completion. Field assignment fee of \$50.

**BUSI 4398. Professional Development in Applied Business. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).**

A capstone course designed for students to synthesize the knowledge, skills, and attitude learned throughout the undergraduate applied business degree. Students will demonstrate their ability to articulate career pathways, contribute to the organizational structure of business/industry or other institutions, and examine strategies needed to make difficult decisions. Work may include individual/group research and critical reviews of existing bodies of knowledge.

## Human Resource Management Courses

### Management Courses

**MGMT 3300. Principles of Management. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).**

A study of the basic managerial functions of planning, organizing, leading, and controlling resources to accomplish organizational goals. Management theories and the business environment are also covered.

**MGMT 3302. Human Resource Management. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).**

Fundamental functions of human resources management; relationship between personnel management and organizations' emerging role of personnel administration in development of strategic policy for organizations.

**MGMT 3304. Small Business Management. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).**

A course focused on key areas to consider when establishing and/or operating a small business in today's complex and dynamic business environment. Areas of focus may include the current state of small business and the importance of entrepreneurs in the global economy, essential management skills and entrepreneurial traits, avenues for small business ownership, the importance, role, and components of business plans and the planning process, accounting and financial considerations, marketing/customer service, and exit strategies, among other areas. Guest presentations by entrepreneurs, consultants, and other key individuals who engage with entrepreneurs may be integrated into the course, along with other popular press publications which focus on current topics and trends in small business.

**MGMT 3325. Leadership. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).**

Advanced studies of contemporary leadership issues; the history of leadership; leadership theories; leadership ethics and values; group dynamics; organizational behavior; methods of effective team building; community activism; the politics of gender, race, disability, and age; the dynamic of power; and the aspect of professional networking. Course will include in depth study of above mentioned topics, as well as extensive discussion and research of related leadership issues.

**MGMT 3350. Organization Behavior. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).**

This course provides a comprehensive analysis of the behavior of people at work in all types of organizations. Topics include fundamentals of organizational behavior: values, ethics, motivation, group dynamics, individual differences, attitudes, decision-making, conflict, power, change, stress, leadership, rewarding behavior, communication, and organizational structure.

**MGMT 3385. Managing Diversity in Organizations. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).**

The course examines the changing workforce demographics, including multiple demographic groups and areas of difference important to organizational treatment and outcomes. This course examines research on treatment, access, and inclusion. Legislation related to diversity is also reviewed. This course also provides suggestions for individuals and organizations to increase opportunities and outcomes for workers of all backgrounds.

**MGMT 4084. Internship. 1-6 Credit Hours (Lecture: 0 Hours, Lab: 1-20 Hours).**

Preapproved and supervised work experience in a management related position with a public or private business organization. May be repeated for a total of 6 hours credit. Prerequisite: Approval of Instructor and Department Head.

**MGMT 4086. Problems. 1-3 Credit Hours (Lecture: 0 Hours, Lab: 1-3 Hours).**

A directed study of selected problems in management. May be repeated with department head approval. Prerequisites: Approval of Instructor and Department Head.



**MGMT 4090. Special Topics in Management. 1-3 Credit Hours (Lecture: 1-3 Hours, Lab: 1-3 Hours).**

An examination of current topics in the field of management. Readings required from current management publications and other related periodicals. May be repeated for credit when topics vary.

**MGMT 4303. Strategic Compensation. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).**

Wage and salary administration in public and private organizations; determinants of general wage and salary levels and structures; total compensation systems, interrelationship among employee performance, intrinsic and extrinsic rewards, perceived equitable payments, employee satisfaction. Prerequisite: MGMT 3302.

**MGMT 4304. Staffing Organizations. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).**

Recruitment and selection of human resources for organizations; optimal utilization of human resources within organizations; use of tests and other techniques in human resource management. Prerequisite: MGMT 3302.

**MGMT 4305. Human Resource Development. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).**

Practical and theoretical approaches to training and development of employees in an organization. Topics include organization, role and scope, training and development functions, philosophies, strategies, need analysis, development of program content, methods, materials and techniques, and evaluation and control of the training and development function.

**MGMT 4306. Employee and Labor Relations. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).**

Collective bargaining, labor market fundamentals, unionism, and related issues of labor economics.

**MGMT 4307. Business Ethics. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours). [WI (<http://catalog.tarleton.edu/academicaffairs/>)]**

An analysis and examination of significant contemporary ethical issues and problems existing throughout the professional business arena. Emphasis will be upon the manager's social and environmental responsibilities to employees, customers, and the public.

**MGMT 4308. Negotiation & Conflict Resolution. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).**

This course is an introduction to the principles and methods of negotiation and conflict resolution that come about due to interpersonal and inter-group conflict. Explores the major theories, models, and concepts of bargaining and negotiation and introduces the topics of mediation and alternative dispute resolution.

**MGMT 4312. Entrepreneurship. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).**

Addresses the process of generating ideas for new business, writing comprehensive business plans. Emphasis on information sources, industry analysis.

**MGMT 4315. Project Management. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).**

This course is geared towards teaching students the fundamentals of project management based on the Project Management Body of Knowledge developed by the Project Management Institute. In particular, students will learn about scope, time, cost, quality, human resource, communication and procurement management and develop a comprehensive project plan accordingly.

**MGMT 4320. International Entrepreneurship. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).**

Entrepreneurship is a driver of growth, innovation, and wealth creation across developed, developing, and undeveloped nations. Increasingly, entrepreneurship is international from the founding of the venture. Entrepreneurial ventures source inputs from foreign firms and sell goods to foreign markets. Herein, we identify and address global entrepreneurial activities and evaluate the complex environment of global entrepreneurship. The course integrates theory with practical experiences in international entrepreneurship to provide students with the foundation to identify, evaluate and develop global entrepreneurial opportunities. The course is designed to prepare students for careers as founders of, early hires in, investors in, advisors to, or managers in global ventures.

**MGMT 4321. Production and Operations Management. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).**

Topics covered include: industrial organization, scientific management, planning and control, building locations and layouts, wage rates, corporation relationships, and research. Prerequisite: BUSI 2305 or concurrent enrollment.

**MGMT 4323. Innovation and Creativity in Business. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).**

The course explores the entrepreneurial mindset as it relates to creativity, innovation and creative problem-solving in the current business environment. Students will investigate various perspectives to ground an understanding of creativity, innovation and the uses of creative problem-solving. We will review theoretical and applied models of creativity and innovation as they relate to individuals, groups, and organizations. The materials address the creative process and its complexity as it fuels innovation in both a corporate and entrepreneurial environment through video presentations and discussions.

**MGMT 4325. Trends and Issues in Entrepreneurship. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).**

An examination of trends, topics, and opportunities in the entrepreneurial/small business arena. The course will explore the ever-changing environment of the 21st century entrepreneur with a focus on emerging trends, current research, popular press publications and articles, and other present day resources. Identification of potential impact, implications, and/or opportunities for the current or prospective entrepreneur will be a focus. Prerequisite: N/A.

**MGMT 4354. International Management. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).**

A global approach to the study of management to include international dimensions of the marketplace and environment, the role of culture, international strategic management, organizational behavior and human resource management.

**MGMT 4385. Seminar in Management. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).**

Deals with current issues in management. Readings are required from current management publications and other related periodicals. May be repeated for credit when topics vary. Prerequisites: 15 hours in MGMT and approval of department head.

**MGMT 4389. Global Management Practices. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).**

A study of basic international business concepts, cultural literacy, and discipline specific content are then applied to practical experiences and activities in the foreign country visited. A study abroad at the student's expense is required. Student may complete a maximum of six hours of COBA sponsored study abroad toward degree completion.