

Undergraduate Business Core Course Learning Outcomes

ACCT 2110 Financial Accounting
ACCT 2111 Managerial Accounting
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ECON 2301 Principles of Microeconomics
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MGMT 3400 Production and Operations Management
MGMT 3500 Organizational Behavior
MGMT 4600 Globalization of Business
MGMT 4900 Strategic Management
MKTG 2100 Introduction to Marketing

ACCT 2110 Financial Accounting

Illinois Articulation Initiative: BUS903

COURSE DESCRIPTION: Focuses on the use of accounting information by outside stakeholders (investors, creditors, government, etc) for decision making. Emphasizes basic accounting principles used to prepare, analyze, and interpret financial statements.

PREREQUISITES: None.

RATIONALE: Accounting is a basic element of business and management. Students who are interested in business need to understand basic financial and managerial accounting. Students who take this course will gain basic understanding of financial accounting and as part of the Illinois Articulation Agreement taking this course at Governors State allow students to have it count at any other school that is part of the agreement.

INTENDED AUDIENCE: All students interested on majoring or minoring in business.

EXPECTED STUDENT OUTCOMES: According to the Illinois Articulation Initiative, upon successful completion of this course, students will be able to:

1. construct, interpret, and analyze the balance sheet, income statement, and statement of cash flows
2. analyze period-end adjustments – accruals and deferrals
3. construct, interpret, and analyze the income statement for a service business and a merchandising business
4. construct, interpret, and analyze various periodic and perpetual merchandise inventory methods
5. interpret and analyze the cash account, formulate an accurate policy for future business decisions
6. interpret and analyze the receivables, formulate an accurate policy for future business decisions
7. interpret analyze and construct a depreciation policy for the long-term assets
8. interpret, analyze liabilities (short-term, long-term, and contingent)
9. construct interpret and analyze the stockholder’s equity section of corporations

TOPICAL OUTLINE

- Introduction to Accounting (Chapters 1 & 2)
- Adjusting the Accounts (Chapter 3)
- Completing the Accounting Cycle (Chapter 4)
- Merchandising Operations (Chapter 5)
- Inventories (Chapter 6)
- Fraud, Internal Control, and Cash (Chapter 7)
- Receivables (Chapter 8)
- Plant assets, Natural Resources, and Intangible Assets (Chapter 9)
- Liabilities (Chapter 10)
- Reporting and Analyzing Stockholders’ Equity (Chapter 11)
- Investments (Chapter 12)
- Introduction to the Statement of Cash Flows (Chapter 13)
- Introduction to Financial Statement Analysis (Chapter 14)

ACCT 2111 Managerial Accounting

Illinois Articulation Initiative: BUS904

COURSE DESCRIPTION: Focuses on the use of accounting information by managers for decision making, including planning, budgeting, and controlling operations. Emphasizes accumulation, analysis, and control of product and service costs.

PREREQUISITES: ACCT2110 Financial Accounting or permission from the instructor.

RATIONALE: Accounting is a basic element of business and management. Students who are interested in business need to understand basic financial and managerial accounting. Students who take this course will gain basic understanding of managerial accounting and as part of the Illinois Articulation Agreement taking this course at Governors State allow students to have it count at any other school that is part of the agreement.

INTENDED AUDIENCE: All students interested on majoring or minoring in business.

EXPECTED STUDENT OUTCOMES: According to the Illinois Articulation Initiative, upon successful completion of this course, students will be able to:

1. analyze, interpret and complete both job-order and process cost accounting cycles
2. construct, analyze and interpret cost-volume-profit relationships
3. interpret and analyze absorption and variable costing approaches for managerial decisions
4. formulate, interpret and complete a master budget with pro-forma income statement and balance sheet
5. construct standard costs and measure variances from standards to material, labor and manufacturing overhead
6. analyze and interpret differential costs and product decisions
7. construct, analyze, and interpret activity-based costing as a decision-making tool
8. construct, analyze and interpret decisions using present value method
9. construct, analyze and interpret just-in-time procedures
10. analyze and interpret product cost decisions for international operations
11. construct, interpret and analyze a cash flow statement
12. interpret and analyze the financial statements using various ratios and analyses.

TOPICAL OUTLINE:

- Business Environment and Cost Concepts (Chapters 1 & 2)
- Job-Order Costing (Chapter 3)
- Process Costing (Chapter 4)
- Cost-Volume-Profit Relationships (Chapter 5)
- Variable Costing (Chapter 6)
- Activity-Based Costing (Chapter 7)
- Profit Planning (Chapter 8)
- Flexible Budgets and Performance Analysis (Chapter 9)
- Standard Costs and Variances (Chapter 10)
- Differential Analysis (Chapter 11)
- Capital Budgeting (Chapter 12)
- Statement of Cash Flows (Chapter 13)
- Analysis of Financial Statements (Chapter 14)

BLAW 2100 Business Law I

CATALOG DESCRIPTION: An introduction to the American legal system followed by study of the following substantive areas of law: contracts, sales credit, commercial paper, and agency. The principles discussed are applicable to personal as well as business use.

PREREQUISITES: None

RATIONALE:

INTENDED AUDIENCE: Undergraduate business and accounting students in the College of Business and Public Administration.

Expected Student Outcomes: Upon completion of this course, the student should be able to:

1. Discuss the terms law/justice and ethics/morals and relate them to societal development.
2. Describe the organization of the American legal system and how its function of dispute resolution works.
3. Describe how the American legal system differs from the legal systems in other countries by comparing factors such as origin, development, organization, sources of law, civil and criminal procedure, burden of proof, and federalism/local rights.
4. Discuss the “problems” posed by “international law” for American business by examining concepts such as choice of law/forum shopping, conflict of laws, extraterritorial enforceability of judgments, extradition and treaties.
5. Discuss the adaptability of law to new technology in a context such as intellectual property law.
6. Apply the basic principles of commercial law in functional areas like contracts, sales and agency to resolve or, more importantly, to avoid legal problems.
7. Use critical thinking and reasoning skills to define the legal issues involved in a dispute, discuss the alternative outcomes, decide the issue, and effectively communicate such a well reasoned conclusion in oral or written form.
8. Recognize that even though a legal decision is logically derived, laws like action have consequences and what a law “has done” or “will do” must be considered.

TOPICAL OUTLINE:

Ch. 1 The Nature of Law	Ch. 13 Reality of Consent
Ch. 2 The Resolution of Private Disputes	Ch. 14 Capacity to Contract
Ch. 3 Business and the Constitution	Ch. 15 Illegality
Ch. 4 Business Ethics, Corporate Social Responsibility, Corporate Governance, and Critical Thinking	Ch. 16 Writing
Ch. 5 Criminal Law and Procedure	Ch. 17 Rights of Third Parties
Ch. 6 Intentional Torts	Ch. 18 Performance and Remedies
Ch. 7 Negligence and Strict Liability	Ch. 19 Formation and Terms of Sales Contracts
Ch. 8 Intellectual Property and Unfair Competition	Ch. 20 Product Liability
Ch. 9 Introduction to Contracts	Ch. 21 Performance of Sales Contracts
Ch. 10 The Agreement: Offer	Ch. 22 Remedies for Breach of Sales Contracts
Ch. 11 The Agreement: Acceptance	Ch. 35 The Agency Relationship
Ch. 12 Consideration	Ch. 36 Third-Party Relations of the Principal and the Agent*

BUS 3700, Business Statistics**Learning Outcomes (from current syllabus, Spring 2013)**

1. Test hypotheses regarding population parameters (mean, proportions, and variance) between two populations (under type I and II errors, p-values, power of the test)
2. Test hypothesis across multiple populations using analysis of variance
3. Use simple and multiple regression analysis to check the fitness of the model, test various hypotheses, and to predict the dependent variable; understand the limitations of the model
4. Employ nonparametric methods when normality of data cannot be assumed
5. Execute statistical procedures using Excel and other statistical software
6. Discuss the various stages of a statistical investigation, beginning with the design of a study to the analysis and presentation of results

BUS 3200, Business Communications (Previously MGMT-3200)**Learning Outcomes (from syllabus approved by UCC, Spring 2016)**

1. Design business communications that reflect the purpose of the communication
2. Construct business communications that effectively convey messages to a particular audience.
3. Organize business communications in manner that focuses attention and enhances comprehension
4. Create persuasive messages by identifying benefits and countering objections.
5. Compose messages with appropriate word choice, varied sentence structure, correct grammar, and proper formatting.
6. Execute oral business communications by using effective verbal and nonverbal techniques.
7. Critique and revise business communications to improve quality and effectiveness.
8. Apply various information technologies to effectively convey business communications.

ECON 2301 PRINCIPLES OF MICROECONOMICS

Illinois Articulation Initiative (IAI): S3902

Approved GSU General Education Course in Social & Behavioral Sciences (SBS)

CATALOG DESCRIPTION: Studies price formation, demand, and production decisions. Examines the individual and interrelated behavior of consumers, firms and industries.

PREREQUISITE: None

RATIONALE: Principles of Microeconomics is one of the foundation courses for the study of economics. The course should promote intelligent and sophisticated analysis of economic issues and problems. This is an Illinois Articulation Initiative course.

INTENDED AUDIENCE: All undergraduate business students and non-business students seeking fulfillment of a social & behavioral sciences general education requirement.

EXPECTED STUDENT OUTCOMES: Successful work in this course will enable students to:

1. Apply the concept of opportunity cost to analyze how scarce resources are allocated.
2. Use supply and demand analysis in explaining how individual markets function.
3. Compare behaviors and decision-making processes of firms under different market structures, such as: perfect competition, monopoly, monopolistic competition, and oligopoly.
4. Explain how firms use cost analysis to make production decisions.
5. Analyze the role of government with regard to market failures (e.g. public goods, common resources, and externalities).
6. Evaluate income distribution and public finance at the national and global levels.
7. Define and analyze concepts of trade and development in developed, transitional and developing economies.

COURSE TOPICS

1. Basic overview of the U.S. and global economies
2. The Economic Problem (opportunity cost)
3. Demand and Supply
4. Elasticities of Demand and Supply
5. Production and Costs
6. Perfect Competition
7. Monopoly
8. Monopolistic Competition
9. Oligopoly
10. The role of Government in markets (public goods, common resources and externalities)

OTHER COURSE REQUIREMENTS:

- A minimum of 70% of the course grade consists of Exams/Quizzes
- Each section of the course will have a final exam with a portion of the exam including cumulative exam questions from a pool of questions provided by the course leader. The final exam will be timed to approximately 1.5 - 2 hours maximum (taken either in class or online).
- Course syllabi must be approved by the faculty course leader prior to the start of the term.

ECON 2302 PRINCIPLES OF MACROECONOMICS

Illinois Articulation Initiation (IAI): S3901

Approved GSU General Education Course in Social & Behavioral Sciences (SBS)

Catalog Description: *Studies the economy as a whole, dealing with economic data, behavior, and theory at the aggregate level of the economy. Examines income, output, employment, prices, and other variables in terms of their measurement, determination, and policy implication.*

Prerequisites: None

Rationale: Principles of Macroeconomics is one of the foundation courses for the study of economics. The course should promote intelligent and sophisticated analysis of economic issues and problems. This course covers the principles of Macroeconomics, and as such it provides students with the fundamental knowledge of what Macroeconomics is, and what are the main issues in that field. It discusses the concepts and problems in Macroeconomics, the goods and money markets, and provides some basic Macroeconomic analysis. The last part covers some topics in international economics – trade and finance.

Macroeconomics examines the aggregate behavior of individual economic decision-makers (agents), and how government policies can influence this behavior and the economy as a whole. Most important topics include gross domestic product (GDP), unemployment, inflation, economic growth, fiscal policy, monetary policy, and some aspects of international trade and finance.

The goal of this course is to have students understand the fundamentals of Macroeconomics, the main players in the economy, the interactions between them, and their implications, using critical thinking, writing and analytical skills.

Intended Audience: All undergraduate business students and non-business students seeking fulfillment of a social & behavioral sciences general education requirement.

Expected Learning Outcomes. After successfully completing this course, students should be able to:

1. Apply the concept of opportunity cost to analyze the how scarce resources are allocated.
2. Define and analyze the components of Gross Domestic Product (GDP), and explain how they are used as country performance indicators.
3. Define and analyze the components of Consumer Price Index (CPI), and explain how they are used to calculate inflation.
4. Distinguish among various labor market indicators, such as labor force participation rate, unemployment rate, and be able to use data to calculate them.
5. Construct the Aggregate Demand – Aggregate Supply model, and apply it to explain business cycle fluctuations.
6. Describe and assess the principal macroeconomic policymakers in the U.S. and the components of macroeconomic policy for which they are responsible.
7. Explain and analyze the objectives and methods of fiscal and monetary policy.
8. Evaluate the international economic effects of U.S. macroeconomic activity, and macroeconomic policies.

COURSE TOPICS

1. Basic overview of the U.S. and global economies
2. Gross Domestic Product (GDP): A Measure of Total Production and Income
3. Jobs and Unemployment
4. The Consumer Price Index (CPI) and the Cost of Living
5. Economic Growth
6. Finance, Saving, and Investment
7. The Monetary System
8. Money, Interest and Inflation
9. Aggregate Supply and Aggregate Demand
10. Basics of Fiscal and Monetary policies

OTHER COURSE REQUIREMENTS:

- A minimum of 70% of the course grade consists of Exams/Quizzes
- Each section of the course will have a final exam with a portion of the exam including cumulative exam questions from a pool of questions provided by the course leader. The final exam will be timed to approximately 1.5 - 2 hours maximum (taken either in class or online).
- Course syllabi must be approved by the faculty course leader prior to the start of the term.

ECON 3404 MANAGERIAL ECONOMICS

CATALOG DESCRIPTION: Deals with analysis and theoretical constructs of microeconomics applied to managerial decision-making. Emphasizes consumer demand, production and cost analysis, business behavior, market performance, and growth equilibrium.

PREREQUISITES: **ECON-2301** (Principles of Microeconomics), **ECON-2302** (Principles of Macroeconomics), **MATH-2281** (Applied Calculus), **STAT-3700** (Statistics for Management II).

Rationale: The undergraduate student must be competitive in theory, research skills, and tools. Major components of the student's toolkit are analytical and problem solving techniques. The analytical part takes into consideration the use of mathematics, statistics, and economic theory to develop and frame problems for making business decisions.

The course also provides a quantitative edge, which is increasingly important in the private sector, in consumer and firm theory and applications, critical thinking and analytical problem solving techniques, industry and market structure analyses, and forecasting methods. Mastering these tools and methods presented in this course ensures success and job mobility in the future.

Intended Audience: This course is only for students who have fulfilled their economics, calculus and statistics requirements. It is not possible to take the prerequisite requirements concurrent with this course. Students that have not successfully completed all prerequisites may find that a passing grade may not be in their realm of attainment.

Expected Student Outcomes

1. Distinguish marginal impacts from total impacts, and use marginal analysis to determine optimal choice variables in discrete and continuous settings.
2. Identify the factors in consumer demand and producer supply, and determine a market equilibrium graphically and algebraically.
3. Apply basic estimation techniques in determining demand and supply functions.
4. Analyze and apply the theory of consumer behavior to determine how consumers make optimal choices.
5. Calculate various elasticities using point estimates and functional formulas, and use elasticity concepts to determine the optimal price-quantity combination to maximize revenues and profits.
6. Determine and analyze production and costs in the short and long run.
7. Calculate industry concentration ratios, identifying the different types of market structures, and determine how a given market structure impacts a firm's quantity and pricing decisions.
8. Analyze the optimal quantity and pricing decisions of firms in different market structures (perfect competition, monopoly, monopolistic competition) to achieve profit maximization.
9. Apply the tools of marginal analysis and game theory to determine pricing and quantity strategies for firms operating in an oligopolistic market structure.

Course Topics / Chapters:

1. Demand and supply theory	1. Introductions Syllabus
2. Marginal analysis	2. The Fundamentals of Managerial Economics Baye: Chapter 1
3. Basic estimation techniques	3. Market Forces: Demand and Supply Baye: Chapter 2
4. Theory of consumer behavior	4. Quantitative Demand Analysis Baye: Chapter 3
5. Elasticity	5. The Theory of Individual Behavior Baye: Chapter 4
6. Production in the short and long run	7. The Production Process and Costs Baye: Chapter 5
7. Cost in the short and long run	8. The Organization of the Firm Baye: Chapter 6
8. Perfectly competitive and Monopolistic market behavior	9. The Nature of Industry Baye: Chapter 7
9. Game theory	10. Managing in Competitive, Monopolistic and Monopolistically Competitive Markets Baye: Chapter 8
	12. Basic Oligopoly Models Baye: Chapter 9
	13. Game Theory: Inside Oligopoly Baye: Chapter 10

FIN 3110 PRINCIPLES OF FINANCIAL MANAGEMENT

Catalog Description: Deals with theory and practice of the financial management function in planning, raising, and directing the efficient allocation of funds within the firm.

Prerequisites: ACCT2110 (*Financial Accounting*) and STAT2700 (*Statistics for Management I*)

Rationale: The proper planning, analysis, and control of funds has a significant influence on the jobs of organization members, the survival of the organization, and the growth of the economy. For example, the financial decisions concerning the profitability of investment in capital equipment influence the degree to which labor resources are needed in the firm. The financial decisions concerning the adoption of new products, the addition of a new plant, and the floating of a bond or stock issue influence the vitality and survival of the organization. The degree to which funds are efficiently allocated within the firm determines the rate at which the economy can grow. Students will learn to apply the tools and concepts of the financial manager to their own careers. In addition, students will be better informed citizens as they view the activities of the financial world.

Intended Audience: The course is required for students in all undergraduate degree programs in the College of Business and Public Administration.

Expected Student Outcomes

Upon successful completion of the course, students will be able to:

- Describe the role of the financial manager.
- Use the framework of time value of money to value bond and stocks.
- Explain the trade-off between risk and return on investments.
- Estimate cost of capital.
- Utilize capital budgeting techniques.
- Discuss leverage and capital structure.
- Explain the impact of dividend policy on firm value.

TOPICAL OUTLINE (BRIEF):

(A more detailed content outline has also been developed by Finance Faculty)

Chapter 1: The Role of Managerial Finance

1. Define managerial finance.
2. Describe the legal forms of business organization.
3. Describe the goal of the firm, and explain why maximizing the value of the firm is an appropriate goal for a business.
4. Describe how the managerial finance function is related to economics and accounting.
5. Identify the primary activities of the financial manager.
6. Describe the nature of the principle-agent relationship between the owners and managers of a corporation, and explain how various corporate governance mechanisms attempt to manage agency problems.

Chapter 3: Financial Statements and Ratio Analysis

1. Review the contents of the stockholders' report.
2. Understand who uses financial ratios and how.
3. Use ratios to analyze a firm's liquidity and activity.
4. Discuss the relationship between debt and financial leverage and the ratios used to analyze a firm's debt.
5. Use ratios to analyze a firm's profitability and its market value.

Chapter 5: Time Value of Money

1. Discuss the role of time value in finance, the use of computational tools, and the basic patterns of cash flow.
2. Understand the concepts of future value and present value, their calculation for single amounts, and the relationship between them.
3. Find the future value and the present value of an ordinary annuity and find the present value of a perpetuity.
4. Calculate both the future value and the present value of a mixed stream of cash flows.
5. Understand the effect that compounding interest more frequently than annually has on future value and the effective annual rate of interest.

- Describe the procedures involved in (1) determining deposits needed to accumulate a future sum, (2) loan amortization, (3) finding interest or growth rates, and (4) finding an unknown number of periods.

Chapter 6: Interest Rates and Bond Valuation

- Describe interest rate fundamentals, the term structure of interest rates, and risk premiums.
- Review the legal aspects of bond financing and bond cost.
- Discuss the general features, yields, prices, ratings, and popular types of corporate bonds.
- Understand the key inputs and basic model used in the valuation process.
- Apply the basic valuation model to bonds and describe the impact of required return and time to maturity on bond values.
- Explain yield to maturity (YTM), its calculation, and the procedure used to value bonds that pay interest semiannually.

Chapter 7: Stock Valuation

- Differentiate between debt and equity.
- Discuss the features of both common and preferred stock.
- Describe the process of issuing common stock, including venture capital, going public, and the investment banker.
- Understand the concept of market efficiency and basic stock valuation using zero-growth, constant-growth, and variable-growth models.
- Explain the relationships among financial decisions, return, risk, and the firm's value.

Chapter 8: Risk and Return

- Understand the meaning and fundamentals of risk, return, and risk preferences.
- Describe procedures for assessing and measuring the risk of a single asset.
- Discuss the measurement of return and standard deviation for a portfolio and the concept of correlation.
- Understand the risk and return characteristics of a portfolio in terms of correlation and diversification.
- Review the two types of risk and role of beta in measuring the relevant risk of both a security and a portfolio.
- Explain the capital asset pricing model (CAPM), its relationship to the security market line (SML).

Chapter 9: The Cost of Capital

- Understand the basic concept and sources of capital associated with the cost of capital.
- Explain what is meant by the marginal cost of capital.
- Determine the cost of long-term debt, and explain why the after-tax cost of debt is the relevant cost of debt.
- Determine the cost of preferred stock.
- Calculate the cost of common stock equity, and convert it into the cost of retained earnings and the cost of new issues of common stock.
- Calculate the weighted average cost of capital (WACC) and discuss alternative weighting schemes.

Chapter 10: Capital Budgeting Techniques

- Understand the key elements of the capital budgeting process.
- Calculate, interpret, and evaluate the payback period.
- Calculate, interpret, and evaluate the net present value (NPV)
- Calculate, interpret, and evaluate the internal rate of return (IRR).
- Use net present value profiles to compare NPV and IRR techniques.
- Discuss NPV and IRR in terms of conflicting rankings and the theoretical and practical strengths of each approach.

Chapter 11: Capital Budgeting Cash Flows and Risk Refinements

- Discuss relevant cash flows and the three major cash flow components.
- Discuss expansion versus replacement decisions, sunk costs, and opportunity costs.
- Calculate the initial investment, operating cash inflows, and terminal cash flow associated with a proposed capital expenditure.

Chapter 12: Leverage and Capital Structure

- Discuss leverage, capital structure, and the effect of changing costs on it.
- Understand operating, financial, and total leverage and the relationships among them.
- Describe the types of capital, external assessment of capital structure, the capital structure of U.S. firms, and capital structure theory.

4. Review the return and risk of alternative capital structures, their linkage to market value, and other important considerations related to capital structure.

Chapter 13: Payout Policy

1. Understand cash payout procedures, their tax treatment, and the role of dividend reinvestment plans.
2. Describe the residual theory of dividends and the key arguments with regard to dividend irrelevance and relevance.
3. Discuss the key factors involved in establishing a dividend policy.
4. Review and evaluate the three basic types of dividend policies.
5. Evaluate stock dividends from accounting, shareholder, and company points of view.
6. Explain stock splits and the firm's motivation for undertaking them.

MIS 2101 BASICS OF INFORMATION TECHNOLOGY

Illinois Articulation Initiative: BUS902

Course Description: Provides an introduction to the use of computers in business data processing, including introductory concepts of computer technology. Includes hands-on experience with various microcomputer software packages, focusing on student use of electronic spreadsheet, word-processing, database, and presentation software.

Prerequisites: None

Rationale: The course introduces students to computer operating system and application software with an emphasis on office productivity software skills necessary in the workplace. This is an Illinois Articulation Initiative course.

Intended Audience: The course is required for all undergraduate business students.

Expected Course Outcomes:

Upon completion of this course, students will be able to:

1. Demonstrate the ability to use operating system software and basic file management techniques. [IAI]
2. Demonstrate use of the Internet, including web browsing, search engines, and email. [IAI]
3. Demonstrate the ability to use **word processing** software to create and edit documents, outlines, and charts for business communication. [IAI]
4. Demonstrate the ability to use **presentation software** to create, design, and exhibit presentations with enhanced features and web tools. [IAI]
5. Demonstrate the ability to use **spreadsheet software** to solve business problems by creating and editing formulas, functions (i.e., SUM, AVG, COUNT, VLOOKUP, SUMIF, COUNTIF); charts, pivot tables and charts; [IAI]
6. Demonstrate the ability to use **spreadsheet software** to solve business problems by applying sorting, filtering and conditional formatting to a spreadsheet or data table.
7. Demonstrate the ability to use **spreadsheet software** to solve business problems by performing 'what if' analysis. [IAI]
8. Demonstrate the ability to use **database software** to create, design and use tables, forms, queries, and reports. [IAI]

TOPICAL OUTLINE:

Introduction	Syllabus review Computers, Hardware, Software (Operating Systems/
OS/Browser Word Processing	The Internet, World Wide Web Introduction to Word Processing Software
Word Processing	Creating a Research Paper with Citations and References. Creating, Formatting, and Editing a Word Document with Pictures.
Spreadsheet	Creating a Worksheet and an Embedded Chart. Formulas, Functions, and Formatting.
Spreadsheet	What-If Analysis, Charting, and Working with Large Worksheets.
Spreadsheet	Creating, Sorting, and Querying a Table.
Spreadsheet	Conditional formatting, VLOOKUP, SUMIF, COUNTIF, Tables

Spreadsheet	PivotTables, PivotCharts, and Trendlines
Database	Databases and Database Objects: An Introduction
Database	Querying a Database
Database	Maintaining a Database Creating Reports and Forms
Presentation	Creating and Editing a Presentation with Clip Art. Enhancing a Presentation with Pictures, Shapes, and WordArt
Presentation	Presentation

MIS 3101 MANAGEMENT INFORMATION SYSTEMS

CATALOG DESCRIPTION: Provides an overview of business data processing and management information systems. Covers introductory concepts of systems analysis techniques, nature of computer applications in business, problem solving, and discusses the future of computer technology. Includes use of database software in solving business-related problems and the integrations of applications software.

RATIONALE: The course focuses on the uses of information systems in business, including web-based technologies, and how these systems impact the business, including Business Reengineering fostered through the integration of computer based business systems.

INTENDED AUDIENCE: Undergraduate students pursuing majors or minors in Management Information Systems or Business Administration

PREREQUISITES: MIS 2101 within five years with successful completion of software exam or permission of instructor.

Expected Learning Outcomes: Upon successful completion of this course students will be able to:

1. Explain the meaning of terms and concepts commonly used in business information systems.
2. The student will execute real-world tasks (e.g., implement IT/IS and select IT/IS products or services)
3. Discuss how information technology is and will be used in business and management, what an information system is and why they are so important in today's transforming organizations, and how they can be used to transform or create new businesses.
4. Identify the major management challenges to building and using information systems.
5. Identify in order to propose solutions behavioral and organizational problems stemming from development, implementation, and use of computer-based information systems.
6. Explain the main issues that affect the successful implementation of international information systems, including economic and cultural differences.
6. Discuss the major social and ethical issues involved in the development and use of information technology.

TOPICAL OUTLINE:

- MIS³: Chapter 1 - Information Systems: An Overview
- MIS³: Chapter 2 - Computers: The Machines Behind Computing
- MIS³: Chapter 3 - Database Systems, Data Warehouses, and Data Marts
- MIS³: Chapter 4 - Personal, Legal, Ethical, and Organizational Issues of Information Systems
- MIS³: Chapter 5 - Protecting Information Resources
- MIS³: Chapter 6 - Data Communication: Delivering Information Anywhere and Anytime
- MIS³: Chapter 7 - The Internet, Intranets, and Extranets
- MIS³: Chapter 8 - E-Commerce
- MIS³: Chapter 9 - Global Information Systems
- MIS³: Chapter 10 - Building Successful Information Systems
- MIS³: Chapter 11 - Enterprise Systems
- MIS³: Chapter 12 - Management Support Systems
- *Essentials of Processes, Systems, and Information (EoPSI): Chapter 1 - Business Processes, Information Systems, and Information*
- *EoPSI: Chapter 2 - Using IS to Improve Processes*
- *EoPSI: Chapter 3 - Supporting Processes with ERP Systems*
- *SAP: Introduction & Navigation*
- *EoPSI: Chapter 5 - Supporting the Sales Process with SAP*
- *SAP: Sales and Distribution Exercise*
- *EoPSI: Chapter 4 - Supporting the Procurement Process with SAP*
- *SAP: Materials Management Exercise*
- MIS³: Chapter 13 - Intelligent Information Systems
- MIS³: Chapter 14 - Emerging Trends, Technologies, and Applications

MGMT 2100, Principles of Business Management (new title effective fall 2014)

Learning Outcomes (from syllabus approved by UCC, Spring 2014, effective fall 2014)

1. Explain the basic operations of the core functional areas of a business and how they operate within the value chain
2. Describe the basic principles of management: planning, organizing, controlling, and directing
3. Differentiate how various environmental factors affect business and management practices
4. Critique contemporary management theories and explain their implications for the practice of management
5. Analyze ethical dilemmas faced by business and managers
6. Comment on the effects of a global village and constant change unto any form of business (small or large)
7. Communicate effectively and efficiently in an oral and written format within a business environment.

MGMT 3099, Business Ethics and Social Responsibility (Junior Seminar)

Learning Outcomes (from syllabus approved by UCC, Spring 2015)

1. Use techniques of moral reasoning and argumentation needed to analyze ethical issues in business;
2. Describe the limits of the legal system and compliance for sound moral and ethical reasoning;
3. Evaluate the actions of individuals in economic and business transactions within a variety of moral and ethical frameworks;
4. Apply general ethical principles to business cases;
5. Discuss ethically reprehensible actions and why they occur in particular firms and industries;
6. Discuss the ethical issues inherent in the rapid changes in business, including information technology, globalization, and environmental degradation.
7. Analyze differences between ethics and lawful acts;
8. Develop a moral frame of reference and awareness of social justice in ethical business practices and activities;

MGMT 3400, Production and Operations Management

Learning Outcomes (from current syllabus, Spring 2013)

1. Understand the significance of and key decisions in the operations management function

2. Learn the importance of and relationships between productivity, strategy, and competitiveness; compute and interpret various measures of productivity
3. Apply basic forecasting methods
4. Know the process of designing products and services
5. Compute reliability of systems
6. Know the different generic production processes, and be able to select a suitable layout
7. Apply the design of work systems; Understand and employ the theory of learning curves
8. Use models of location planning
9. Appreciate the impact of quality, and know the methods of total quality management
10. Implement statistical quality control methods
11. Manage inventory economically and effectively
12. Use the inventory models such as EOQ, re-order point, and fixed order interval system
13. Plan for operations – know the fundamentals of MPS, MRP, and ERP

MGMT 3500 Organizational Behavior (new course number effective fall 2014)

Learning Outcomes (from syllabus approved by UCC, spring 2014, effective fall 2014)

1. Explain the concepts, models, and theories related to organizational behavior.
2. Apply the conceptual tools they learn in the course in individual assignments and group projects.
3. Communicate their critiques, suggestions, solutions, and implementation plans individually and in groups—both in writing and through oral discussions and presentations.
4. Examine micro-cultural and macro-cultural factors associated with organizational behavior
5. Identify ethical dilemmas, the stakeholders involved, and the consequences of different decisions on these stakeholders.

MGMT 4600, Globalization of Business

Learning Outcomes (from syllabus approved by UCC, Fall 2012)

1. Examine the economic, cultural, political and social forces that are reshaping the global marketplace
2. Identify ethical challenges faced by international businesses
3. Analyze the business environment of foreign countries as potential markets for business
4. Describe trade and investment theories
5. Describe the major regional trade blocs
6. Discuss the foreign currency and international monetary system
7. Analyze strategic alternatives of international business
8. Develop effective written and oral communication skills

MGMT 4900, Strategic Management**Learning Outcomes (from UCC approved syllabus, Spring 2015)**

1. Identify the linkages between the different functional areas of a business
2. Conduct environmental analysis using analytical tools
3. Formulate strategies to create competitive advantage for a business
4. Implement the formulated strategies
5. Evaluate strategic alternatives using business performance results
6. Develop effective written and oral presentations of strategic analysis

MKTG 2100, Introduction to Marketing**Learning Outcomes (from the syllabus approved by UCC, Fall 2014)**

1. Define marketing and its development as a field in business
2. Describe the stages in the strategic marketing process for a product
3. Analyze the role of marketing environment in developing a successful marketing strategy
4. Explain the buyer decision making process and the factors that affect it
5. Describe the key concepts in the four variables in the marketing mix: product, price, place, and promotion and apply the knowledge to real life scenarios
6. Analyze ethical issues in a marketing context