MANAGEMENT MGT

College of Business

101. Introduction to Business
Fall, Winter, Spring. 4(4-0) University College students or approval of department.
Performing functions by business and the role of administration in our economy as a whole
and in the operation of a specific business. Four major objectives: to aid students in choosing a
vocation, to help Business majors select a field of concentration, to show the place of specializ­
ing techniques presented in more advanced business courses, and to give some familiarity
with common business practices and terminology.

300. Operations Planning
Fall, Spring. 4(4-0) CPS 110, STT 315, AFA 306.
Operations Management—functions and technolo­
gies. Planning and acquiring physical facilities,
work design and work measurement, acquisition
and management of materials.

301. Operations Control
Winter. 4(4-0) 300.
Analysis and control of operations. Production
control, product reliability, maintenance, cost
control and management information systems.

302. Organization and Administration
Fall, Winter, Spring, Summer. 4(4-0)
Junior Business majors; EC 301 and AFA 301.
Analysis of the internal organization structure
and of executive roles and functions in the
business enterprise and other goal-directed in­
titutions. Examines administrative and man­
erial concepts in the context of behavioral re­
search in business. Cases and outside research
reports are used for specific analyses.

304. Materials and Purchasing
Management
Fall, Winter. 4(4-0) 302 or MTA 317.
Planning, organizing and controlling materi­
als; acquisition in industrial enterprises, institu­
tions, and government. Management of purchasing
materials movement, storage and control. Value
analysis, purchasing research, vendor relation­
ships and purchase forecasting.

306. Analysis of Processes and Systems
Fall, Winter, Spring. 4(4-0) CPS 110, STT 316.
Analysis of some fundamental systems and
process concepts which are basic to industrial
management. The course is oriented toward
computer model building, acquainting the stu­
dent with the use of the computer as an in­
strument for analysis of complex problems in
industry. Course includes consideration of criteria
for efficiency and optimization, and program
planning.

310. Fundamentals of Personnel
Administration
Fall, Winter, Spring, Summer. 4(4-0)
Juniors.
Organization, functions, and policy administra­
tion of employee relations activities in the
business enterprise; consideration of new tech­
niques of employment, training, wage payment,
morale-building, and employee security.

402. Purchasing and Materials
Research
Winter. 4(4-0) Juniors.
Applied research focusing on the purchasing
and materials management functions in organ­
izations. Administration and operation of the
research effort. Field research studies.

405. Operations Management: Current Topics
Spring. 4(4-0) 301, 302.
Consideration of current and controversial ques­
tions in the operations area. Field experience
to study operations and policies in industrial,
institutional, and service organizations.

406. Introduction to Management Science
Winter. 4(4-0) 306.
Quantitative models and techniques applied to
various business problems including the open­
puter into the problem solving process. Topics
include linear programming, integer program­
ing, dynamic programming, queuing problems,
Bayesian Decision Theory, theory of games.

409. Business Policy
Fall, Winter, Spring, Summer. 4(4-0)
Seniors in business administration and 302;
AFA 301; MTA 301.
Problem methods, and analytical frameworks
for building and maintaining consistent and
effective policy frameworks in the business en­
terprise. Written and oral analyses are made of
comprehensive cases cutting across the major
functions within business organizations. Team
and individual reports are required.

411. Personnel Selection and Development
Winter. 4(4-0) 310; MTA 317.
Manpower input problems of business organiza­
tions—manpower planning, recruitment, selec­
tion, placement, training and development at all
levels. Focus is on policy issues, research find­
ings, and advanced techniques.

412. Compensation and Motivation
Spring. 4(4-0) 310.
Manpower motivation and compensation prob­
lems in business organizations—performance
appraisal, job evaluation, wage and salary ad­
mnistration, profit sharing, incentive programs
and the impact of job content and job context factors on
performance.

413. Occupational Safety and Health
Administration
Fall, Winter. 4(4-0) Juniors; 300 for
majors.
Programs and procedures for control of work
accidents and maintenance of health in business
and other organizations. Analysis of costs re­
lated to employee and product safety. Ad­
mnistration of a safety program in compliance
with new Federal law.

414. Human Relations in Business
Fall, Winter, Summer. 4(4-0) 302;
approval of department.
Human problems in business administration;
limination of the empirical research dealing
with organizational and administrative problems
in business, including morale, motivation, au­
thority, power, centralization, commitment, and
mobility.

415. Managerial Approaches to
Collective Bargaining
Winter, Spring. 4(4-0) 302 or Jun­
ior non-business majors.
Union-management problems and managerial
strategy and tactics in collective bargaining—
the union challenge, legal constraints, negoti­
ations and operating under the contract, dimen­
sions of cooperation and conflict.

417. Minorities and Women in the
World of Work
Fall, Spring. 4(4-0) Senior majors or
approval of department. Intended with the
Department of Racial and Ethnic Studies and
the School of Social Work.
Racial, ethnic, sexual, and other minority ex­
periences and problems in the world of work.
Awareness training approach (what it’s like to
be . . .) featuring movies, guests, subgroup
discussions and encounter-type exercises.

468. Field Studies
Fall, Winter, Spring, Summer. Vari­
able credit. May re-enroll for a maximum of
8 credits. Business administration majors and
approval of department.
Planned program of observation, study, and
work in selected business firms. Designed to
supplement classroom study in such a way as
to make maximum contribution to students’
total educational experience. Field work may
be arranged in finance, insurance, marketing,
personnel management, production management,
purchasing, real estate, retailing, transportation,
and banking.

499. Senior Seminar
Spring. 4(4-0) Senior majors; approv­
al of department.
Directed reading and student research in con­
temporary management problems.

801. Work Design and Administration
Fall. 4(4-0)
Design, improvement, and problems in the
administration of work systems with emphasis on
repetitive operations. Criteria for evaluating sys­
tems. Tools for developing, analyzing, and im­
proving procedures. Cases and projects.

802. Materials Management
Spring. 4(4-0)
Advanced study of the policies, practices and
problems relating to the procurement and control
of materials in business organizations.

IDC. Seminar in Industrial Relations
For course description, see Interdiscipli­
mary Courses.

806. Organization and Administration
Fall, Winter, Spring, Summer. 4(4-0)
Approval of department.
Dynamics of organization: the organization seen
as an open system interacting with a rapidly
changing environment, as a structure of or­
ganized human cooperation, as an instrument of
managerial strategy; current theory and re­
search applied to organizational process and
design.

807. Administrative Policy
Fall, Winter, Spring, Summer. 4(4-0)
303; MTA 304; AFA 305; plus 30 credits in the
MBA core program.
Application of administrative theory and tech­
niques to business situations through cases cut­
ing across major functions within business
organization. Cases viewed from standpoint of
general management with consideration of social
and political environmental forces surrounding the
firm.