LOWER DIVISION (200-LEVEL) ELIGIBILITY:

Students pursuing a Bachelor of Business Administration degree and all MCS majors must achieve 24 credits and maintain a 2.50 GPA or better in order to take lower division business courses (including MCS courses) except ITBE 141, BEINDP 293, ECON 201, and ECON 202. Grades received for all appropriate college courses taken at other institutions will be included in determining the student’s grade point average eligibility for enrolling in business courses.

Business minors and non-business minors required to take business courses must have at least a 2.00 gpa and 24 credits completed to enroll in lower division (200-level) business courses required in the minor.

Non-business majors who are required or who may elect to take business courses in the major must have the gpa required in the major, must have completed 24 credits to take lower division (200-level) business courses.

UPPER DIVISION (300/400-LEVEL) ELIGIBILITY:

Students in the BBA curriculum and all MCS majors are not eligible to enroll in the College of Business and Economics 300- and 400-level courses unless they have 60.0 or more credits to degree, at least a 2.50 cum GPA and have been admitted to the upper division business courses. Transfer students must maintain a combined GPA (transfer and UW-W) of 2.50 to continue eligibility.

Business minors must have 2.00 gpa and 60 credits completed to enroll in upper division (300 or 400-level) business courses. In order to graduate with a business minor, the student must have a 2.25 gpa in the minor.

S/NC grading may not be used in any business course or any BBA degree requirement unless offered on an S/NC basis only. Courses in the College of Business and Economics may not be taken on an audit basis. A course cannot be used to satisfy both a BBA degree and a major requirement.

Non-business majors who are required or who may elect to take 300/400-level business courses must have completed 60 credits and have a 2.00 gpa to take upper division (300 and 400-level) business courses.

Non-business majors who are not required to take business courses in the major may register for business courses during the first week of classes if all course prerequisites and credits completed (24 for lower division or 60 for upper division) are met, and the student has a 2.50 combined grade point average.

ADMISSION TO UPPER DIVISION BUSINESS COURSES:

When a student is projected to complete at least 54 credits and has satisfactorily completed or is enrolled in ENGLISH 101, ENGLISH 102, COMM 110, ACCOUNT 244, ACCOUNT 249 or ACCOUNT 261; ECON 201; ECON 202; MATH 143; and ECON 245, the student may apply for admission to the upper division business courses. All students with at least a 2.80 combined GPA will be admitted. Application forms for admission to the upper division business courses are completed at a registration information meeting or online after completion of an online advising exercise.

ENROLLMENT PREFERENCE in all business courses will be given to the following officially declared majors and minors:

• All BBA Majors; management computer systems majors; integrated science and business; business education; other non-business majors with business course requirements
• Minors; business minors; arts management minors; other minors with business course requirements.

SPECIAL STUDENTS ..... Students admitted with full/complete credentials of all previous post-secondary work (SPFC) may register with the approval of the SPFC advisor (Chris Kutz, Hyland 4300, 262 472 4993) and special students without full credentials (SPNC) can register on a space available basis with the approval of the assistant dean (Jan Olson, Hyland Hall 4300, 262-472-4900).

COMMON EXAMINATIONS ..... Certain courses have common exams during the semester when all sections will be tested at the same time. Students should not schedule other classes at those times.

GRADUATE STUDENTS ..... Graduate students must be admitted to the M.B.A.or M.P.A.program to enroll in 500-700 level courses offered in the College of Business and Economics (except Business Education and School Business Management). Non-Candidate for Degree (NCFD) students cannot register for College of Business and Economics courses. Exceptions to this policy must be approved in advance by the associate dean, College of Business and Economics (262-472-1945).

ONLINE BUSINESS COURSES ..... Charges for online business courses are stated with the course listings. The charge is the same for both in-state and out-of-state students.

| INFORMATION TECHNOLOGY AND SUPPLY CHAIN MANAGEMENT |
| Information Technology & Supply Chain Management |
ITSCM 221 INFORMATION TECHNOLOGY INFRASTRUCTURE ... This course includes a detailed investigation of the primary infrastructure components of modern information systems. In particular the course focuses on computer hardware and networking components, infrastructure troubleshooting methodologies and tools, and networking protocols.

PREREQ: BUSINESS MAJOR, 2.50 COMBINED CUMULATIVE GPA AND 24 CREDITS OR FOR ALL OTHER MAJORS, 2.00 GPA AND 24 CREDITS

#4092 Section 01 [units: 3]  01/21-05/20  11:00 AM - 12:15 PM  HH3200  Sara C Deschner
#4093 Section 02 [units: 3]  01/21-05/20  02:15 PM - 03:30 PM  HH3200  Sara C Deschner

ITSCM 280 INTRODUCTION TO INFORMATION SYSTEMS ... This course introduces students to information systems, and details how and why they are critical to the functioning of modern organizations. The course provides technological, organizational, and managerial foundations of information, and explains how successful systems are built. Students also learn to develop and use a database system for personal productivity.

PREREQ: 24 CREDITS AND 2.50 COMBINED CUMULATIVE GPA OR PUBLIC POLICY MAJOR

#4094 Section 01 [units: 3]  NOTE: This is an interactive course for business information systems and hands on database skills which will make significant use of laptop computers. All students are required to bring their own laptop to class every day -- wireless capabilities strongly recommended.
  01/21-05/20  T  09:30 AM - 10:45 AM  HH2101  Chotonin Basu
  01/21-05/20  R  09:30 AM - 10:45 AM  HH2101  Linda K Amann
#4095 Section 02 [units: 3]  01/21-05/20  02:15 PM - 03:30 PM  HH2306  Robert L Horton
#4096 Section 03 [units: 3]  01/21-05/20  02:15 PM - 03:30 PM  HH3101  Robert L Horton
#4097 Section 04 [units: 3]  01/21-05/20  03:20 PM - 04:35 PM  HH3200  Robert L Horton
#5341 Section 05 [units: 3]  All class meeting details to be arranged.

#4098 Section 22 [units: 3]  NOTE: Students must have access to the internet and an internet provider. The tuition for online courses in the College of Business and Economics is $389 per credit for both resident and non-resident students.
  01/21-05/20  Arranged  Arranged  WEB BASED  Christina N Outlay

ITSCM 285 BUSINESS WEB APPLICATION DESIGN ... Students will learn web design and maintenance, graphics development, prototyping, design methodologies, and usability testing. Students are guided through a hands-on, step-by-step process of creating an attractive, well-designed Web site for an enterprise. Also e-business technologies and practices will be overviewed.

PREREQ: SOPHOMORE STATUS & LOWER LEVEL BUSINESS REQUIREMENTS

#4099 Section 01 [units: 3]  01/21-05/20  TR  09:30 AM - 10:45 AM  HH3101  Chotonin Basu
#4100 Section 02 [units: 3]  01/21-05/20  TR  03:20 PM - 04:35 PM  HH3101  Chotonin Basu
#4101 Section 01 [units: 3]  01/21-05/20  TR  09:30 AM - 10:45 AM  HH1306  James R Sisak
#4103 Section 03 [units: 3]  01/21-05/20  TR  12:30 PM - 01:45 PM  HH1306  James R Sisak
#4104 Section 04 [units: 3]  01/21-05/20  MW  04:50 PM - 06:05 PM  HH1306  Tom Bramorski
#4105 Section 05 [units: 3]  01/21-05/20  M  06:15 PM - 08:45 PM  HH1306  Patrick Tierney
#4106 Section 06 [units: 3]  01/21-05/20  T  06:15 PM - 08:45 PM  HH1306  John J Ottow
#5302 Section 07 [units: 3]  All class meeting details to be arranged.

ITSCM 306 OPERATIONS MANAGEMENT ... The study of contemporary theory, methods and procedures used to manage the production/operations (P/OM) function in service and manufacturing organizations. Included is a thorough overview of the qualitative and quantitative methods used by managers in making the decisions needed to effectively and efficiently transform resource inputs into goods and services.

PREREQ: MATH 143 OR MATH 243 OR MATH 250 OR MATH 253 AND ECON 245; ADMISSION TO UPPER DIVISION AND 2.50 COMBINED CUMULATIVE GPA FOR BUSINESS MAJORS OR 60 UNITS AND 2.00 FOR MINORS/NON-BUSINESS MAJORS FOR WHICH THIS COURSE IS AN OPTION

#4107 Section 01 [units: 3]  01/21-05/20  TR  12:30 PM - 01:45 PM  HH2306  Robert L Leitheiser
### ITSCM 320 BUSINESS ANALYSIS

**Description:** The basic role of a business analyst is to serve as a liaison between business divisions and the technical staff by translating business goals into information-system requirements and communicating those requirements to the technicians. This course provides students with the knowledge and techniques to perform this service.

**Prerequisites:** ITBE 280 or ITSCM 280 and admission to upper division and 2.50 combined cumulative GPA for business majors or 60 units and 2.00 combined cumulative GPA for minors/non-business majors for which this course is an option.

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<th>Course Code</th>
<th>Section</th>
<th>Start/End Dates</th>
<th>Meeting Days</th>
<th>Meeting Times</th>
<th>Location</th>
<th>Instructor</th>
<th>Course Topic (if applicable)</th>
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<td>Robert L Leitheiser</td>
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<td>H1308</td>
<td>Robert L Leitheiser</td>
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### ITSCM 325 WEB DEVELOPMENT

This course will give students familiarity with client/server computing in a two/three/n-tiered Internet environment. This includes the development of dynamic web applications to exchange data with relational database management systems. Students will learn and use an event-driven, object-oriented programming and scripting languages to develop dynamic web applications.

**Prerequisites:** (ITBE 285 or ITSCM 285) and (COMPSCI 172 or COMPSCI 174), admission to the college and 2.50 or better GPA for business majors; or 60 credits and 2.00 or better GPA for minors/non-business majors for which this course is an option.

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<td>Robert L Leitheiser</td>
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### ITSCM 331 SYSTEM ADMINISTRATION

This course provides in depth coverage of the best practices for administering network systems. Students will be expected to demonstrate an ability to manage network interconnection devices, such as routers and switches. The course will focus on designing appropriate data link (OSI Layer 2) and Internet layer (OSI Layer 3) architectures.

**Prerequisites:** ITSCM 221 and (COMPSCI 171 or COMPSCI 172). Admission to upper division and 2.50 combined cumulative GPA.

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<td>02:15 PM - 03:30 PM</td>
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<td>Sara C Deschner</td>
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### ITSCM 332 NETWORK MANAGEMENT

This course provides in depth coverage of the best practices for managing wide area network (WAN) components. Students will be expected to demonstrate an ability to manage network interconnection devices, such as routers and switches. The course will focus on designing appropriate data link (OSI Layer 2) and Internet layer (OSI Layer 3) architectures.

**Prerequisites:** ITSCM 221 and (COMPSCI 171 or COMPSCI 172). Admission to upper division and 2.50 combined cumulative GPA.

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<td>Sara C Deschner</td>
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### ITSCM 330 BUSINESS INTELLIGENCE: CONCEPTS, METHODS AND TECHNOLOGIES

Business Intelligence (BI) is the application of information processes, methodologies, and technologies to support analysis and decision making in organizations. This course will provide students with an understanding of the basic concepts of BI, the role of BI in today’s organizations, the methodologies involved in creating effective BI systems, and the tools that are available to support BI applications.

**Prerequisites:** (ITSCM 280 or MCS 214) and (ECON 245 or MATH 342) and admission to the college and 2.50 for business majors or 60 credits and 2.00 for minors/non-business majors for which this course is an option.

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<td>Alana J Platt</td>
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### ITSCM 335 PROJECT MANAGEMENT: METHODOLOGIES, TECHNIQUES & TOOLS

This course is designed to allow students from all business disciplines to understand how to manage projects. PM presents a methodology for managers to balance their time, cost, risks, resources, and people while ensuring quality goals are built into the project. The genesis of PM is covered using specific cases and examples.

**Prerequisites:** Admission to the upper division business courses and 2.50 combined cumulative GPA for business majors or 60 units and 2.00 combined cumulative GPA for minors/non-business majors for which this course is an option.

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<td>Christina N Outlay</td>
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<td>NOTE: Students must have access to the internet and an internet provider. The tuition for online courses in the College of Business and Economics is $389 per credit for both resident and non-resident students.</td>
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<td>H3206</td>
<td>Andrew P Ciganek</td>
<td>WEB BASED</td>
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### ITSCM 421 SYSTEMS ANALYSIS AND DESIGN 2

This course is a study of the principles and activities associated with the physical design and implementation of computer based information systems using object oriented methodologies. It includes object-oriented decomposition, system testing, documentation, system security, conversion and implementation. The student completes the team project started in MCS 331.

**Prerequisites:** ITSCM 314 and ITSCM 321 and admission to the college and 2.50 for business majors or 60 credits and 2.00 for minors/non-business majors for which this course is an option.

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<td>Robert L Leitheiser</td>
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### ITSCM 425 MOBILE DEVELOPMENT

This course teaches students how to develop web applications using Java technologies. The course focuses on design and implementation of distributed applications for the Internet and/or intranets. Topics include object-oriented distributed systems and technologies, database access, security, advanced Java programming, and technical design issues for e-Commerce systems.

**Prerequisites:** (ITBE 285 or ITSCM 285) and (COMPSCI 172 or COMPSCI 174), admission to the college and 2.50 or better GPA for business majors; or 60 credits and 2.00 or better GPA for minors/non-business majors for which this course is an option.

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<td>Alana J Platt</td>
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ITSCM 451 MANAGING INFORMATION TECHNOLOGY SYSTEMS ... This course covers material appropriate for individuals who may be expected to manage IT people and resources. Topics include business continuity planning, developing service level agreements, change management / revision control, capacity planning, impact analysis, testing, communication with vendors, customers and other constituents, and managing IT professionals.
PREREQ: ITSCM 385 AND ADMISSION TO UPPER DIVISION AND 2.50 COMBINED CUMULATIVE GPA FOR BUSINESS MAJORS AND 60 UNITS AND 2.00 FOR MINORS/NON-BUSINESS MAJORS FOR WHICH THIS COURSE IS AN OPTION
#4117 Section 01 [units: 3]
01/21-05/20 TR 12:30 PM - 01:45 PM HH3200 Christina N Outlay

ITSCM 452 INFORMATION ASSURANCE AND SECURITY ... This course provides an in depth investigation into meeting the security needs of modern IT systems. Students will be expected to demonstrate an ability to establish security policies and configure security devices and software.
PREREQ: ITSCM 331 AND ITSCM 332 AND ADMISSION TO UPPER DIVISION AND 2.50 COMBINED CUMULATIVE GPA FOR BUSINESS MAJORS OR 60 UNITS AND 2.00 AND 2.00 FOR MINORS/NON-BUSINESS MAJORS FOR WHICH THIS COURSE IS AN OPTION
#4118 Section 01 [units: 3]
01/21-05/20 W 06:15 PM - 08:45 PM HH3200 Li-Chung Roger Yin

ITSCM 453 INTEGRATION OF OPERATIONS ... Examination in depth of daily operational decision making pertaining to management of operational systems and inventory, inventory models and systems, inventory control, distribution planning and control, scheduling techniques, production authorization, lead time management, supplier interfaces, data requirements and measurement systems. Emphasis is on the interrelationships of these techniques and their applications.
PREREQ: ITSCM 306, ADMISSION TO UPPER DIVISION AND 2.50 COMBINED CUMULATIVE GPA FOR BUSINESS MAJORS OR 60 UNITS AND 2.00 FOR MINORS/NON-BUSINESS MAJORS FOR WHICH THIS COURSE IS AN OPTION
#4119 Section 01 [units: 3]
01/21-05/20 TR 02:15 PM - 03:30 PM HH1306 James R Sisak

ITSCM 454 SUPPLY CHAIN MANAGEMENT ... The course uses a supply chain management framework to study flow of material through global enterprises. Topics include supply chain metrics, supply chain drivers, supply chain risk & resilience, and network design/coordination.
PREREQ: ITSCM 306, ADMISSION TO UPPER DIVISION AND 2.50 COMBINED CUMULATIVE GPA FOR BUSINESS MAJORS OR 60 UNITS AND 2.00 FOR MINORS/NON-BUSINESS MAJORS FOR WHICH THIS COURSE IS AN OPTION
#4120 Section 01 [units: 2]
01/21-05/20 TR 03:45 PM - 04:35 PM HH1303 Hung-Chung Su
#4121 Section 02 [units: 2]
01/21-05/20 T 06:15 PM - 07:55 PM HH1303 Hung-Chung Su

ITSCM 455 SUPPLY CHAIN INTEGRATION AND REVIEW ... In this course students will understand and integrate a body of knowledge related to international supply chain management, metrics, mitigation methods for risk/uncertainty, scheduling and planning, strategic/master planning of resources, customer and supplier relations management and quality and lean manufacturing.
PREREQ: ADMISSION TO THE UPPER DIVISION BUSINESS COURSES AND 2.50 COMBINED CUMULATIVE GPA FOR BUSINESS MAJORS OR 60 UNITS AND 2.00 COMBINED CUMULATIVE GPA FOR MINORS/NON-BUSINESS MAJORS FOR WHICH THIS COURSE IS AN OPTION
#4122 Section 01 [units: 1]
03/17-05/20 TR 05:10 PM - 06:00 PM HH1306 Hung-Chung Su

ITSCM 456 PROJECT MANAGEMENT AND ENTERPRISE RESOURCE PLANNING ... Examines the role of Computer Integration of Operations. Topics may include Enterprise Resource Planning (ERP), Computer Aided Design/Manufacturing (CAD/CAM) and project management methodology. Students will be exposed to operational decision support systems through the use of macros and visual basic. This course may require visiting/working with local firms in setting up such systems.
PREREQ: ITSCM 306, ADMISSION TO UPPER DIVISION AND 2.50 COMBINED CUMULATIVE GPA FOR BUSINESS MAJORS OR 60 UNITS AND 2.00 FOR MINORS/NON-BUSINESS MAJORS FOR WHICH THIS COURSE IS AN OPTION
#4123 Section 01 [units: 3]
01/21-05/20 MWF 03:20 PM - 04:35 PM HH1306 Tom Bramorski
#5346 Section 02 [units: 3]
All class meeting details to be arranged.

ITSCM 457 PURCHASING MANAGEMENT ... This course provides an understanding of the business role of purchasing and procurement in relation to both operational and strategic organizational goals. Students will be able to identify alternative terms and conditions of sale, source suppliers and build supplier relationships. In addition, exposure to the bidding and auction process, negotiating with suppliers and total cost of ownership will be provided.
PREREQ: ITSCM 306, ADMISSION TO UPPER DIVISION AND 2.50 COMBINED CUMULATIVE GPA FOR BUSINESS MAJORS OR 60 UNITS AND 2.00 FOR MINORS/NON-BUSINESS MAJORS FOR WHICH THIS COURSE IS AN OPTION
#4124 Section 01 [units: 3]
01/21-05/20 M 06:15 PM - 08:45 PM HH3200 Rick Pues

ITSCM 458 IT INTERNshiP ... The student is to work as an information technology infrastructure professional in a business or government organization for the prescribe number of hours and report on the experience to the IT faculty and fellow students. Prereq: Consent of IT Internship Coordinator required.
PREREQ: ADMISSION TO UPPER DIVISION AND 2.50 COMBINED CUMULATIVE GPA FOR BUSINESS MAJORS OR 60 UNITS AND 2.00 COMBINED CUMULATIVE GPA FOR MINORS/NON-BUSINESS MAJORS FOR WHOM THE COURSE IS AN OPTION
#4125 Section 01 [units: 1-3] Dept. Consent
01/21-05/20 Arranged Arranged Paul Ambrose

ITSCM 459 EXCHANGE STUDY ... Variable topics. Repeatable to a maximum of 15 credits. Prereq: Consent of department
#5303 Section 01 [units: 1-12] Dept. Consent
01/21-05/20 Arranged Arranged SUPPLY CHAIN MANAGEMENT
ITSCM 498 INDEPENDENT STUDIES ... Study of a selected topic or topics under the direction of a faculty member. Offered on a satisfactory/no credit basis only. Repeatable for a maximum of 3 credits in major/degree. Department Consent required.

PREREQ: SENIOR STATUS, CONSENT OF DEPARTMENT CHAIR, ADMISSION TO UPPER DIVISION AND 2.50 COMBINED CUMULATIVE GPA FOR BUSINESS MAJORS OR 60 UNITS AND 2.00 FOR MINORS/NON-BUSINESS MAJORS FOR WHOM THIS COURSE IS AN OPTION

ITSCM 715 TECHNOLOGY AND INFORMATION SYSTEMS ... A graduate business course that provides a fundamental understanding of technology and information systems in organizations. The course surveys a wide range of information topics covering management, organizational, and technology foundations of information systems. Emphasis is placed on how organizations plan, implement, and use information systems for operational and strategic excellence.

PREREQ: GRADUATE STANDING OR CONSENT OF THE INSTRUCTOR

ITSCM 719 OPERATIONS MANAGEMENT ... A survey course focusing on the performance of managerial activities entailed in selecting, designing, operating, controlling, and updating productive systems. This life cycle approach will include treatment of non-manufacturing activities, and will draw heavily upon latest developments in the field.

PREREQ: ECON 703

ITSCM 745 STRATEGIC TECHNOLOGY AND INNOVATION MANAGEMENT ... A graduate business course covering technology led strategic innovation designed to provide an understanding of the dynamic links between technology and innovation strategy. Students will acquire essential managerial and critical thinking skills to develop competitive technology enhanced business strategies and models.

PREREQ: GRADUATE STANDING OR CONSENT OF THE INSTRUCTOR

ITSCM 761 SUPPLY CHAIN SYSTEMS ... The course uses a supply chain management framework to study flow of material. Topics include capacity planning, production systems, production planning, material planning, sourcing, and delivery of products. In addition, the role of information systems in integrating operations throughout the supply chain is discussed. The course uses case studies and research papers.

PREREQ: ITSCM 719 OR ITSCM 306

ITSCM 763 GLOBAL OPERATIONS MANAGEMENT ... The objective of this course is to enhance the student's ability to conceptualize and manage global operations effectively. A wide range of topics, concepts, theories, and tools related to the operations of both manufacturing and service firms are explored from an international perspective. In addition, the comparative position of U.S. production systems is evaluated with those of Japan, Europe, Latin America, and South East Asia. The focus is on covering those aspects of operations management that can help firms become more competitive globally. The aim of the course is to provide the managers with an understanding of the production of goods and services in an international environment through a review and critique of current literature.

COREQ: ITSCM 719

ITSCM 770 FUNDAMENTALS OF PROJECT MANAGEMENT ... This course develops a basic understanding of a project management methodology through lectures, case analyses, problem solving and discussions. Topics covered include planning, budgeting, scheduling, resource allocation and controlling of projects. The course provides a good background for students interested in pursuing certification in the area of project management.

PREREQ: GRADUATE STANDING OR CONSENT OF THE INSTRUCTOR
ITSCM 774  DATA ANALYTICS AND BUSINESS INTELLIGENCE … A graduate course covering the use information technology to assist decision making in today's business environment. This course provides an overview of decision making theory, data warehousing, data mining, business intelligence and analytics. The course also surveys contemporary framework, tools, and techniques for BI and data analytics.

PREREQ: GRADUATE STANDING OR CONSENT OF THE INSTRUCTOR

#4136  Section 01  [units: 3]
01/21-05/20  R  06:15 PM - 08:45 PM  HH2307  Alana J Platt

ITSCM 776  BUSINESS PROCESS INNOVATION AND MANAGEMENT … The course provides an overview of concepts, methods and tools surrounding the definition, implementation, measurement and improvement of processes in organizations. Strategic and tactical phases of the Business Process Management lifecycle, consisting goal setting, process design, process implementation, process enactment and measurement, and process evaluation are covered.

PREREQ: GRADUATE STANDING OR CONSENT OF THE INSTRUCTOR

#4137  Section 22  [units: 3]
01/21-05/20  Arranged  WEB BASED  Choton Basu

NOTE: Online classes will bill at $619 per credit for all students. Students must have access to the internet and on internet browser.

ITSCM 782  GLOBAL PROJECT MANAGEMENT … This course prepares students for global project management, effective teamwork and collaboration from theoretical and practical viewpoints. Students are prepared to understand key issues in systems lifecycle planning, managing and coordinating distributed project teams, organizing work products, implementing process and quality metrics, maintaining effective control and coordination, and risk management.

PREREQ: GRADUATE STANDING OR CONSENT OF THE INSTRUCTOR

#4138  Section 22  [units: 3]
01/21-05/20  Arranged  WEB BASED  Andrew P Ciganek

NOTE: Online classes will bill at $619 per credit for all students. Students must have access to the internet and on internet browser.

ITSCM 785  APPLIED PROJECT MANAGEMENT … This course utilizes a formal project management process to convey the key competencies that project managers must develop. Students will apply project management tools and techniques to execute a full project from initiation through closure for a community partner. Topics covered in the course include project management and organization; planning; budgeting; scheduling; resource management; project control; project termination; project management tools; and project completion hours. Emphasis is on hands-on application and practice with project management software tools.

#4139  Section 01  [units: 3]
01/21-05/20  M  06:15 PM - 08:45 PM  HH2306  Paul Ambrose

ITSCM 798  INDIVIDUAL STUDIES … Study of a selected topic or topics under the direction of a faculty member.

#4140  Section 01  [units: 1-3]
01/21-05/20  Arranged  Paul Ambrose

#4141  Section 22  [units: 1-3]
01/21-05/20  Arranged  To Be Arranged

NOTE: Online classes will bill at $619 per credit for all students. Students must have access to the internet and on internet browser.

Information Technology and Business Education

ITBE 141  CONCEPTS OF BUSINESS … Introduction to the organization and operation of the business enterprise system in the American economic system and in a global economy; surveying management, marketing, production, accounting, finance, administrative support, and risk management; career exploration for those in the process of selecting a career; utilizes microcomputer in quantifying business decisions. This course is open to all who have not completed or are currently enrolled in three or more courses from the business and economics area.

#4153  Section 01  [units: 3]
01/21-05/20  TR  11:00 AM - 12:15 PM  HH1000  John C Smith

ITBE 353  BUSINESS COMMUNICATION … Instruction in and application of the principles and practices of communication used in business and the professions. This includes the writing of short and long reports, letters, and memos as well as the sending and receiving of oral and nonverbal messages—special attention is given to oral presentations. Basic language skills are emphasized.

PREREQ: ADMISSION TO THE UPPER DIVISION BUSINESS COURSES AND 2.50 COMBINED CUMULATIVE GPA FOR BUSINESS MAJORS OR 60 UNITS AND 2.00 COMBINED CUMULATIVE GPA FOR MINORS/NON-BUSINESS MAJORS FOR WHICH THIS COURSE IS AN OPTION

#4154  Section 01  [units: 3]
01/21-05/20  TR  09:30 AM - 10:45 AM  HH2307  Denise L Schulz

#4155  Section 02  [units: 3]
01/21-05/20  TR  11:00 AM - 12:15 PM  HH2307  Denise L Schulz

#4156  Section 03  [units: 3]
01/21-05/20  TR  12:30 PM - 01:45 PM  HH2307  Denise L Schulz

#4157  Section 04  [units: 3]
01/21-05/20  TR  02:15 PM - 03:30 PM  HH2307  Debra L Towns

#4158  Section 05  [units: 3]
01/21-05/20  MW  03:20 PM - 04:35 PM  HH2307  Jo Ann R Oravec
01/21-05/20  M  03:20 PM - 04:35 PM  HH3202  Jo Ann R Oravec

#4159  Section 06  [units: 3]
01/21-05/20  TR  03:45 PM - 05:00 PM  HH2307  Debra L Towns

#4160  Section 07  [units: 3]
01/21-05/20  MW  04:50 PM - 06:05 PM  HH2307  Jo Ann R Oravec
01/21-05/20  M  04:50 PM - 06:05 PM  HH3202  Jo Ann R Oravec
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<th>(Units)</th>
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<th>Meeting Days</th>
<th>Meeting Times</th>
<th>Location</th>
<th>Instructor</th>
<th>Course Topic (if applicable)</th>
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<td>Denise L Schulz</td>
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### ITBE 356 BUSINESS COMMUNICATION ISSUES AND PRACTICES

An in depth analysis of business communication issues and practices as they occur in today's business environment. Special emphasis is given to development of business writing and presentation skills including technologies and human factors affecting the business climate as they apply to business decision making, report writing, and communication systems.

**PREREQ:** ITBE 353, ADMISSION TO UPPER DIVISION AND 2.50 COMBINED CUMULATIVE GPA FOR BUSINESS MAJORS OR 60 UNITS AND 2.00 COMBINED CUMULATIVE FOR MINORS/NON-BUSINESS MAJORS FOR WHICH THIS COURSE IS AN OPTION.

| #4163  | 01      | 2       | 01/21-05/20    | TR           | 09:55 AM - 10:45 AM | HH1303   | John C Smith |

### ITBE 388 CAREER INFORMATION

Offered on a satisfactory/no credit basis only. A presentation of techniques of self-analysis in preparation for the job search. The job search includes resume, cover letter, and interview preparation. Also included are the various types of correspondence necessary in the job search.

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| #4164  | 01      | 1       | 01/21-03/14    | M            | 04:45 PM - 06:25 PM | HH2101   | Frank A Lanko |
| #4165  | 02      | 1       | 03/17-05/20    | M            | 04:45 PM - 06:25 PM | HH2101   | Frank A Lanko |

### S/NC Grading Basis Only

| #4166  | 22      | 1       | 03/17-05/20    | Arranged     | Arranged           | WEB BASED | John C Smith |

NOTE: Students must have access to the internet and an internet provider. The tuition for online courses in the College of Business and Economics is $389 per credit for both resident and non-resident students.