

Start/End DatesMeeting DaysMeeting TimesLocationInstructorCourse Topic (if applicable)**THE FOLLOWING REQUIREMENTS APPLY TO STUDENTS ENROLLED IN THE BBA CURRICULUM:**

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 (except Accounting 341 and 342) unless they have 60.0 or more credits to degree, at least a 2.50 cum GPA and have been admitted to a College of Business and Economics major. Transfer students must maintain a combined GPA (transfer and UW-W) of 2.50 to continue eligibility. 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. 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 Concepts of American Business ITBE 141, ITBE 200, 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.

When a student is projected to complete at least 54 credits and has satisfactorily completed or is enrolled in ENGLISH 101, ENGLISH 102, SPEECH 110, ACCOUNT 244, ACCOUNT 249, or ACCOUNT 341/342; ECON 201; ECON 202; MATH 143; ECON 245 and has passed the Computer Applications Test, the student may apply for admission to a College of Business and Economics major. All students with at least a 2.80 combined GPA will be admitted to a business major. Application forms for admission to the business major are completed at a Pre-Business registration information meeting.

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

All BBA Majors; Management Computer Systems Majors; Business Education Majors; Public Policy & Administration Majors; Occupational Safety Majors; Public Administration Minors; Business Minors; Individually Designed Majors and Minors; Arts Management Minors; Integrated Science and Business.

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 and must have a 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.

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, and must have completed 60 credits 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.

**SPECIAL STUDENTS:**

Students admitted with full/complete credentials of all previous post-secondary work (SPFC) and special students without full credentials (SPNC) can register on a space available basis with the approval of the Assistant Dean, Carlson 4035, (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. or M.S. CIS 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 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).

The charge for on-line (web) graduate business credits is \$550 per credit for resident and non-resident students. Resident students who started their MBA before Spring 2002 and have not been inactive will continue paying the current UW-Whitewater resident graduate business tuition rate as set by the UW Board of Regents. Resident students who started their MBA in Spring 2002 or later will pay \$550 per credit for on-line (web) graduate credits. Non-resident students will pay \$550 per credit.

**INFORMATION TECHNOLOGY AND BUSINESS EDUCATION****Information Technology and Business Education**

**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: STUDENTS MUST ACHIEVE 60 CREDITS, MAINTAIN A 2.50 GPA OR BETTER AND A BUSINESS MAJOR IN ORDER TO TAKE 300 OR 400 LEVEL BUSINESS COURSES.**

#1554 Section 01 [units: 3]

07/09-07/27 MTWRF 10:45 AM - 01:25 PM C3005

Marcia L James

*Start/End Dates Meeting Days Meeting Times Location Instructor Course Topic (if applicable)*

**ITBE 470 DIRECTED OCCUPATIONAL PRACTICE ...** A course for selected upper level students to gain work experience in an area of business education, marketing (distributive) education, or computer technologies during a semester or summer. The culmination of this experience is a written report detailing the work experience and its contribution to the overall development of the student's career plan.

**PREREQ: STUDENTS MUST ACHIEVE 60 CREDITS, MAINTAIN A 2.50 GPA OR BETTER AND A BUSINESS MAJOR IN ORDER TO TAKE 300 OR 400 LEVEL BUSINESS COURSES.**

#1557 Section 01 [units: 1-3]

05/29-08/17 Arranged Arranged

Marcia L James

**ITBE 493 COMPUTER END-USER INTERNSHIP ...** This course is designed to provide the senior-level student an opportunity to assist with the planning and implementation of computing technologies in the real world. Students may perform software/hardware training/consulting and/or end-user support duties. Students will meet periodically with the instructor to discuss the internship experience. Instructor Consent required.

**PREREQ: BSEDCNA 255**

#1558 Section 01 [units: 1-3]

05/29-08/17 Arranged Arranged

Li-Chung Roger Yin

Instructor Consent

**ITBE 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**

#1559 Section 01 [units: 1-3]

All class meeting details to be arranged.

S/NC Grading Basis Only

Dept. Consent

**\*\*\* GRADUATE LEVEL COURSES \*\*\***

**ITBE 740 BUSINESS AND PROFESSIONAL COMMUNICATION ...** This course is designed to introduce students to communication theories and leadership strategies that, if applied in business settings, can improve personal and organizational goal setting, planning and evaluation. In addition, emphasis will be placed on fostering positive day-to-day human interactions as well as the continuous growth of both individuals and organizations. Emphasis will be placed on the application of concepts explored in class to management roles in a variety of business enterprises. As a result, extensive analysis of actual business communication is a major part of this course.

#1562 Section 01 [units: 2] NOTE: Section 01: Students must have access to the internet and an internet browser. All WI resident MBA, MPA, MS-MCS, MS-BUS ED, and MS-SBM students admitted before spring 2002 (2021) should add this section:

PREREQ: OPEN ONLY TO STUDENTS ADMITTED TO ON-LINE MBA PROGRAM PRIOR TO SPRING 2002

05/29-07/06 Arranged Arranged WEB BASED Bambi L Statz

#1577 Section 02 [units: 2] NOTE: Section 02: Students must have access to the internet and an internet browser. All WI resident MBA, MPA, MS-MCS, MS-BUS ED, and MS-SBM students admitted for spring 2002 (2021) or after and all non-resident students should add this section:

PREREQ: OPEN ONLY TO STUDENTS ADMITTED TO MBA ON-LINE PROGRAM SPRING 2002 OR LATER.

05/29-07/06 Arranged Arranged WEB BASED Bambi L Statz

#1560 Section 03 [units: 2] NOTE: AMERICAN FAMILY A 3141

05/29-06/15 MW 05:15 PM - 08:30 PM OFF CAMPUS Bambi L Statz

**ITBE 750 IMPROVEMENT OF INSTRUCTION IN BUSINESS EDUCATION ...** In-service business teachers will receive a review of teaching methodology. Special emphasis will be given to the technology available to aid them in improving teaching strategies at the middle, secondary, and post-secondary levels. Projects will be developed based upon the student's specialty.

#1832 Section 01 [units: 3]

05/29-06/15 Arranged Arranged

Marcia L James

**ITBE 762 CURRICULUM ISSUES AND DESIGN FOR BUSINESS AND MARKETING EDUCATION ...** A study of the issues currently confronting the supervisor, teacher, and students of business and marketing education on the middle, secondary and post-secondary levels. Includes a study of curriculum development and objectives of business and marketing education. Meets No. 50 curriculum requirements for WTCS certification. Also, culminating experiences (research projects) initiated in BSEDCNA 500 Introduction to Business and Marketing Education are presented in written and oral form.

**PREREQ: 15 CREDITS COMPLETED IN BUSINESS EDUCATION M.S. PROGRAM**

#1563 Section 01 [units: 3]

05/29-06/29 Arranged Arranged

WEB BASED Lila Waldman

**ITBE 772 BUSINESS TECHNOLOGIES ...** An overview of office systems-technology, people, and procedures. The course is designed to assist the student in understanding the technologies involved in an office system with emphasis on the role of the End-User System Analyst.

#1564 Section 01 [units: 3] NOTE: Students must have access to the internet and an internet browser. All WI residents MBA, MPA, MS-CIS, MS-BUS ED and MS-SBM students admitted before Spring 2002 (2021) should add this section.

PREREQ: OPEN ONLY TO STUDENTS ADMITTED TO ON-LINE MBA PROGRAM PRIOR TO SPRING 2002

05/29-07/06 Arranged Arranged WEB BASED Li-Chung Roger Yin

#1565 Section 02 [units: 3] NOTE: Students must have access to the internet and an internet browser. All WI residents MBA, MPA, MS-CIS, MS-BUS ED and MS-SBM students admitted for Spring 2002 (2021) or after and all non-resident students should add this section.

PREREQ: OPEN ONLY TO STUDENTS ADMITTED TO MBA ON-LINE PROGRAM SPRING 2002 OR LATER.

05/29-07/06 Arranged Arranged WEB BASED Li-Chung Roger Yin

*Start/End Dates Meeting Days Meeting Times Location Instructor Course Topic (if applicable)*

**ITBE 778 NETWORK ADMINISTRATION FOR THE END USER ...** The organization of the course assumes a level of computer literacy usually attained in the college level Introduction to Information Systems courses or an equivalent continuing education course. This course provides a foundation in the concepts and terminology of communications and networking. The course will be taught using a combination of lectures, case studies, and hands-on learning activities.

**PREREQ: BSEDCNA 772.**□

#1566 Section 01 [units: 3]

05/29-06/16 F 05:00 PM - 09:00 PM C3001 Li-Chung Roger Yin

05/29-06/16 S 09:00 AM - 06:00 PM C3001 Li-Chung Roger Yin

**ITBE 779 OFFICE SYSTEMS: CASE STUDIES ...** A final course for office systems integrating knowledge in areas such as human factors, telecommunications, office automation, reprographics, and information processing to plan, design, and implement office systems.

**PREREQ: BSEDCNA 772, BSEDCNA 773, BSEDCNA 775 AND BSEDCNA 778.**

#1567 Section 01 [units: 3]

05/29-08/17 Arranged Arranged Marcia L James

**ITBE 793 OCCUPATIONAL EXPERIENCE ...** Designed to be undertaken by qualified business teachers and prospective teachers through participation in a coordinated work-study program in certain business offices or retail establishments. This course correlates classroom training and experience with business or marketing experience and standards. **Prereq: Advanced approval of instructor.**

#1568 Section 01 [units: 1-3]

Instructor Consent

All class meeting details to be arranged.

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

#1569 Section 01 [units: 1-3]

05/29-08/17 Arranged Arranged Lila Waldman

#1860 Section 02 [units: 1-3]

07/09-07/27 Arranged Arranged Marcia L James

IMPROVEMENT OF INSTRUCT IN BE

#1570 Section 22 [units: 1-3]

All class meeting details to be arranged.