

# APPLIED MANAGEMENT (BAM)

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## **BAM F308 Professional Development: How to Prepare for a Job and Other Survival Skills**

1 Credit

Offered Fall, Spring and Summer

The course involves the development and use of skills in critical analysis and composition of business and personal communications. This includes evaluating the mechanics and content of resumes, letters and emails. The course is designed to give students a comprehensive view of planning and implementation of career advancement strategies, interviews, career action plans and other job seeking skills used in business etiquette, dress, personal brand and culture.

**Prerequisites:** WRTG F111X; COJO F131X, COJO F141X or COJO F121X; BA F151X (may be taken concurrently), ACCT F261X (may be taken concurrently) or AIS F101 (may be taken concurrently).

**Crosslisted with** BA F308.

**Lecture + Lab + Other:** 1 + 0 + 0

## **BAM F309 Professional Development: Finding a Career**

1 Credit

Offered As Demand Warrants

The course involves the development and use of skills in critical analysis and composition of business and personal communications. This includes evaluating the mechanics and content of resumes, letters, reports and memoranda. The course is designed to give students a comprehensive view of planning and implementation of career advancement strategies, crafting an effective social media presence, interviews, second-round interrogations and site visits.

**Prerequisites:** WRTG F211X, WRTG F212X, WRTG F213X or WRTG F214X; BA F308.

**Cross-listed with** BA F309.

**Lecture + Lab + Other:** 1 + 0 + 0

## **BAM F310 Professional Development: Being Successful in Your Career**

1 Credit

Offered As Demand Warrants

The course involves the development and use of skills in critical analysis and composition of business and personal communications. This includes evaluating the content of resumes and cover letters. The course is designed to give students a comprehensive view of planning and implementation of career advancement strategies, such as interviews, negotiations, networking skills, how to run meetings and facilitate presentations, conflict management, ethics, using social media and networking career advancement, and the interpersonal skills necessary to be effective in a business.

**Prerequisites:** WRTG F211X, WRTG F212X, WRTG F213X or WRTG F214X; BA F308.

**Cross-listed with** BA F310.

**Lecture + Lab + Other:** 1 + 0 + 0

## **BAM F320 Management**

3 Credits

Offered As Demand Warrants

This course introduces and explores the concepts, theories, and principles of management. We will study the basic managerial functions of planning, organization, staffing, directing, and controlling resources to accomplish organizational goals. Special consideration given to the different roles managers provide and the unique skills required to carry out those roles.

**Prerequisites:** WRTG F111X.

**Lecture + Lab + Other:** 3 + 0 + 0

## **BAM F352 Accounting and Finance**

3 Credits

Offered As Demand Warrants

This course introduces non-business managers to the basics of accounting and financing. Topics that will be covered include cost accounting, budgeting, cash flows, and how to read a basic financial report.

**Prerequisites:** MATH F122X.

**Lecture + Lab + Other:** 3 + 0 + 0

## **BAM F435 Entrepreneurship**

3 Credits

Offered As Demand Warrants

This course will provide students with the steps toward starting and growing their own business and entrepreneurial ventures for other businesses. They will learn methods, mindset and approaches necessary to form a business. Upon completion, students will have the resources, behaviors and confidence to develop a new venture.

**Prerequisites:** BA F151X; ACCT F261X or BAM F352.

**Crosslisted with** BA F435.

**Lecture + Lab + Other:** 3 + 0 + 0

## **BAM F462 Project Management**

3 Credits

Offered As Demand Warrants

This course is designed to incorporate management strategies with key components of project management fundamentals into a setting that managers would use. It stresses the importance of project management in successful organizations and the role the project management plays in business strategies.

**Prerequisites:** BA F343; BAM F320; BAM F352; WRTG F111X; upper division standing.

**Lecture + Lab + Other:** 3 + 0 + 0