

Module Descriptions

LEADERSHIP & TEAM DEVELOPMENT Offers an introduction to and an overview of the concepts of Leadership and Team Development. This module will provide a framework and rationale for the team/cohort learning model in an organizational context. Emphasis is placed on the application of concepts to real managerial problems and issues. This module will use a combination of conceptual and practical approaches, lectures, discussions, case studies, and group exercises.

COMMUNICATIONS This module blends research, theory and practice in the art of effective team communication, presentation and facilitation skills, team dynamics, and written skills to create a dynamic contribution to the overall effectiveness of any organization. Each student comes to this course with expertise and experience; this module will reinforce individual strengths, identify areas of growth and set goals for development in the cohort as well as the workplace.

HUMAN BEHAVIOR & ORGANIZATION This is an introductory course on human behavior in the organizational setting. The focus of this module will encompass three levels of organizational behavior analysis: the individual, the group and various modern organizational systems. There are two major goals: to provide students with a basic grounding in the most important principles in managing the human asset in organizations and to work to develop job-relevant knowledge skills. The material covered will be applicable to a wide range of organizations, and students should also find topic areas relevant to daily life.

PROFESSIONAL BUSINESS WRITING This course focuses on effective writing techniques for professionals. Assignments include a business proposal, an employment letter, a memo, a performance evaluation and interoffice correspondence. Since writing is a cumulative skill, an emphasis is placed on the revision process through Online postings and in-class peer feedback. Students learn to communicate professionally and succinctly using a variety of business formats.

MANAGING ORGANIZATIONS This module is designed to expand on the concepts presented and to understand why management is vital to the success of the organization. Students will better understand the functions and systems associated with sound management. Effectiveness and efficiency will be stressed, providing the venue for improving decision making skills and critical analysis. Students in this module will be required to choose an organization and, along with this organization, plan, organize, lead and control a project that produces "real" results.

This course will force students to have a complete understanding of managerial theory and apply this material in a practical and effective method.

ACCOUNTING FOR MANAGERS This module is designed to help students use accounting information in the workplace. The course will not focus on rules of debits and credits nor the official preparation of accounting records like journals and ledgers; instead, it will focus on understanding and use of financial information for planning business strategy. Decision-making, evaluation of process improvements and performance, interpretation of corporate and annual reports and recognition of internal control systems will be the materials presented in this module.

STATISTICAL DECISION MAKING The basic understanding of statistics and its application to business situations will be the objective of this module. Topics such as descriptive statistics, estimation, hypothesis testing and regression analysis will be explored in depth in order to provide a useful understanding of how these topics affect today's business environment and decision-making. Microsoft Excel will be used throughout the course.

MANAGERIAL ECONOMICS Basic principles of economics at both the macro and micro levels will be explored. Topics of supply and demand, national income accounting, monetary and fiscal policies, business cycles, money and banking, interest rate determination, market structure, elasticity, international trade policy, and budget deficit are among the long list of topics discussed in this module. A high level of student interaction will be expected. The course is taught using practical materials that provide a better understanding and use of secondary data to make interpretations regarding future business environmental forecasts.

OVERVIEW OF SUPPLY CHAIN MANAGEMENT Supply chain management is a process-based approach to providing value to the customer at a competitive price. Its focus extends beyond the traditional boundaries of the organization and is dedicated to efficiency and quality in all operations. Issues of risk and sustainability will be explored. Rigorous cost control employing lean techniques is a common tool. Successful management of the supply chain requires a robust information system(s). This course provides an overview of all the activities that comprise the supply chain and why they need to be looked at as a series of linked activities in a process.



OPERATING PHILOSOPHIES & QUALITY Total Quality Management (TQM), Six Sigma, Statistical Quality Control, and Lean Manufacturing are all different operating philosophies designed to improve quality, reduce costs, and provide the customer with value at a price that meets the expectation of the customer and enables the organization to make a profit. Students will learn about the attributes of these different operating philosophies and the necessary conditions for their success.

SYSTEM (IT) IMPLICATIONS FOR MANAGING THE SUPPLY CHAIN

The information requirements for the successful management of the supply chain are substantial and require a robust IT system or systems to provide the timely information to manage the varied activities that comprise the supply chain. In many cases, these systems are web based and tie together disparate organizations.

PLANNING, SCHEDULING, & INVENTORY These three interrelated topics are all driven by anticipated customer demand both in the short term and long run. The overall objective is to have the proper amount of inventory on hand to serve the customer. This implies that demand forecasting, capacity planning, scheduling, and inventory levels are in sync and that costly buffer inventory levels are not required. This synchronization would not be possible without control of process execution.

STRATEGIC PROCUREMENT Strategic procurement is an important business activity that ensures the long term supply of products or services that are important to the business in achieving its core goals. Fundamental to success is good planning and then the development of long term partnerships to meet current and future requirements. This involves a fundamental switch from managing vendors to one that involves managing mutually beneficial relationships.

LOGISTICS & DISTRIBUTION MANAGEMENT Logistics and distribution management is concerned with efficiently moving raw materials into the facility from suppliers, the movement of materials during the conversion cycle, and finally moving finished goods to customers. The importance of information systems will be emphasized and examples of current best practices will be explored. Topics such as the role of the U.S. Department of Transportation and import/export documentation and duty will be examined.

CORPORATE STRATEGY Because of day-to-day crises and pressures, organizations often struggle to set aside time to create a common future and plan to attain it. This module provides an overview of the strategic visioning process as it applies to organizations. Included in this module will be working definitions of mission, vision, core values, philosophy, objectives and strategic plans. There will be discussion of the integration of planning and implementation so that the student will walk away with critical thinking and planning skills.

MULTIDISCIPLINARY PROJECT (CAPSTONE) Utilizing their knowledge from previous modules, students will create a case study from a selected organization. This case must uncover one main problem for the organization and provide viable and supported solutions to help create a better situation for the organization. The main part of this capstone is that each team presents a rich enough case that the reader will, with a fair amount of certainty, be provided with enough information to allow them the opportunity to solve the case using methods and techniques gained from business knowledge and experience.