

120. Management Problems and Policies (3) F and S

Jepsen

Prerequisites: Bus. Ad. 100; senior standing. Analysis of business operations by case study, actual investigation, research and study; business policy, structural organization, and principles of management.

124. Production Management (3) F and S

Emerson

Prerequisite: Bus. Ad. 10 or 110. Problems of production management: production planning; production control; purchasing and procurement; materials planning and control; product development; plant location.

129. Association Management (3)

Staff

Prerequisite: Bus. Ad. 110. Principles of management and operational problems applicable to chambers of commerce, trade associations, and similar community organizations.

132. Financial Institutions (3) F

Carr

Prerequisites: Econ. 1a-b, Acctg. 1a-b. Nature and services rendered by various financial institutions such as commercial banks, savings banks, trust companies, insurance companies, investment banking, and government credit agencies; emphasis is given to these institutions as sources of business funds.

133. Business Finance (3) F and S

Austin-Carr

Primarily for juniors. Prerequisites: Econ. 1a-b; Acctg. 1a-b. Promotion and financing of business enterprises; obtaining permanent and temporary fixed and working capital; bank loans and commercial paper borrowing; credit and collection policies; stock market and stock speculation; management of earnings; administration policies; expansion and reorganization.

134. Investments (3) F and S

Austin

Prerequisite: Bus. Ad. 133. Channels for investment of funds; investment characteristics of stocks, bonds, and real estate mortgages; fundamentals of investment analysis; investment safeguards and investment policies.

135. Money and Banking (3) F

Prerequisites: Econ. 1a-b. Types of monetary systems, exchange standards, the international exchange, stabilization of the price level; nature, development, functions and control of the banking system; recent monetary and banking experience in the United States.

137. Principles of Credit Management (3) F

Carr

Nature and principles of mercantile and consumer credit in modern business; derivation of credit information from business data; credit agencies and credit bureaus; valuation and ratio analysis of financial statements; technical and legal aspects of collections.

139. Financial Management (3) F and S

Austin

Prerequisites: Bus. Ad. 133, 135. Case studies and analysis of financial policies of business enterprise from the executive viewpoint; principles of effective management of the flow of funds through the individual firm under changing economic conditions; evaluation of alternative methods of financing, capital budgeting, valuation problems.

143. Property and Casualty Insurance (3) F

Fisk

Prerequisite: Bus. Ad. 8 or 118a (may be taken concurrently). Fundamental principles of insurance; descriptive, nontechnical study of property and casualty insurance and insurance carriers.

144. Life Insurance (3) S

Fisk

Prerequisite: Bus. Ad. 8 or 118a (may be taken concurrently). Principles of life insurance, nature and use, scientific basis, types and forms; organization, management and supervision of life insurance companies.

151. Personnel Management (3) F and S

Staff

Primarily for juniors. Human relations in industry; case studies of labor-management relationship; methods of recruitment, selection, training; wage-payment plans; employee services, labor laws and application; collective bargaining methods and policies.

152. Labor Relations and Collective Bargaining (3) F

Mullennix

Prerequisite: Bus. Ad. 151 or Econ. 150. Relations between employers and organized employee groups; organization, election, and certification procedures; techniques of collective bargaining; basic clauses in labor contracts and their economic significance; administration of the written agreement; mediation and arbitration of disputes; determinants of labor-management conflict and peace.

153. Supervisory Training and Leadership Development (3) F

Jepsen

Prerequisite: Bus. Ad. 151. The framework of supervisor-employee relations in modern industry; management action to improve personnel relations; supervisory development programs; techniques of administrative leadership of employees; practice in dealing with personnel problems.

154. Wage and Salary Administration (3) S

Mullennix

Prerequisite: Bus. Ad. 151. Interaction of economic forces and institutional factors in wage determination; techniques of establishing wage programs; theory and procedures of job evaluation; establishment of job classifications and pay structures; wage determination under collective bargaining; incentive wage plans; special problems in wage and salary administration.

156. Labor Law (3) S

Brooks

Prerequisites: Econ. 1a-b; Bus. Ad. 118a-b, 151. Recommended: Bus. Ad. 152, Econ. 150. State and federal labor statutes, workmen's compensation, social security; procedures and methods in handling labor problems; leading decisions of courts and other bodies in settling labor-management disputes.

159. Field Work in Labor Relations (2) F and S

Mullennix

Maximum total credit 4 units. Prerequisite: Bus. Ad. 152. Consultations with labor and management representatives; observation of union meetings, grievance hearings, National Labor Relations Board proceedings, and contract negotiations; participation in planning and publicizing educational conferences. Group meetings and individual conferences.

160. Automation and Data Processing (3) F

Emerson

Prerequisite: Bus. Ad. 102 or equivalent. Records, reports and information in business, governmental, and industrial organizations; analysis of procedures, charting, form design, and control necessary to automation; survey of data processing machines and computers, principles; impact of automation on business and society. Two field trips required.

161. Principles of Operation Research (3) S

Emerson

Prerequisites: Math. B, Bus. Ad. 102. Quantitative methods in solving business problems; applications by various industries in fields of linear programming, queuing problems, inventory control problems, cost-value models, and problem simulation.