

# Department of Management and Healthcare Administration

---

*Dr. Todd Royle, Interim Head*

*Room 3002L, Health Sciences and Business Administration Building*

The Department of Management and Healthcare Administration offers the Bachelor of Business Administration (BBA) with a major in management and the BBA with a major in healthcare administration. The department also offers courses in the Master of Business Administration (MBA) degree, the Master of Business Administration with a concentration in Healthcare Administration (MBA/HCAD), the Human Resources minor, the Healthcare Administration Certificate program, and the Entrepreneurship minor, which is open to all majors.

- Bachelor of Business Administration with a Major in Management (<http://catalog.valdosta.edu/archive/2020-2021/undergraduate/academic-programs/business-administration/management-health-care-administration/bba-management/>)
- Bachelor of Business Administration with a Major in Healthcare Administration (<http://catalog.valdosta.edu/archive/2020-2021/undergraduate/academic-programs/business-administration/management-health-care-administration/bba-healthcare-administration/>)
- Minor in Business Analytics (<http://catalog.valdosta.edu/archive/2020-2021/undergraduate/academic-programs/business-administration/management-health-care-administration/minor-business-analytics/>)
- Minor in Business Law (<http://catalog.valdosta.edu/archive/2020-2021/undergraduate/academic-programs/business-administration/management-health-care-administration/minor-business-law/>)
- Minor in Entrepreneurship (<http://catalog.valdosta.edu/archive/2020-2021/undergraduate/academic-programs/business-administration/management-health-care-administration/minor-entrepreneurship/>)
- Minor in Healthcare Administration (<http://catalog.valdosta.edu/archive/2020-2021/undergraduate/academic-programs/business-administration/management-health-care-administration/minor-healthcare-administration/>)
- Minor in Human Resources Management (<http://catalog.valdosta.edu/archive/2020-2021/undergraduate/academic-programs/business-administration/management-health-care-administration/minor-human-resources-management/>)
- Minor in Logistics and Supply Chain Management (<http://catalog.valdosta.edu/archive/2020-2021/undergraduate/academic-programs/business-administration/management-health-care-administration/minor-logistics-supply-chain-management/>)
- Minor in Operations Management (<http://catalog.valdosta.edu/archive/2020-2021/undergraduate/academic-programs/business-administration/management-health-care-administration/minor-operations-management/>)

## Management

### **MGNT 3250. Management and Organization Behavior. 3 Hours.**

Prerequisites: ACCT 2101 and ECON 2106 with a grade of "C" or better. An introduction to the discipline of management and contemporary management of organizations with major emphasis on organization behavior. Topics include perception, attitude, personality, motivation, group dynamics, interpersonal communication, job design, learning theory, decision making, conflict, power, organizational politics, diversity, and organizational culture.

### **MGNT 3250H. Honors Management and Organization Behavior. 3 Hours.**

An honors level introduction to the discipline of management and contemporary management of organizations, with emphasis on organizational behavior.

### **MGNT 3300. Production and Operations Management. 3 Hours.**

Prerequisite: BUSA 2100 or MATH 1401 with a grade of "C" or better, and pre or co-requisite: MGNT 3250. The basic concepts of production and operations management including manufacturing planning and control systems, quality control, inventory control, time standards, facility location, and plant layout. Changes in the global competitive environment and their effects on manufacturing methodologies are integrated throughout the course.

### **MGNT 3400. Supply Chain Management. 3 Hours.**

Prerequisites: MGNT 3250 with a grade of "C" or better. The management of supply chain organizations to achieve a sustainable competitive advantage. Topics include the introduction to the field, the order fulfillment process, global supply chain design, supply chain mapping, supply chain rationalization, supplier selection and relations, information sharing, and the applications of information technologies to the supply process.

### **MGNT 3450. Management Information Systems. 3 Hours.**

Prerequisites: MGNT 3250 with a grade of "C" or better; BUSA 2201, CS 1000 or ACED 2400 with a grade of "C" or better.. Information processing, meaning and role of information systems, information systems procedures, business functions of computers, into systems analysis and design, files and databases, office automations, data communication, behavioral and organizational implications, selection of hardware and software.

### **MGNT 3500. Employment Law. 3 Hours.**

Prerequisites: BUSA 2106 with a grade of "C" or better. Legal aspects of human resources management from the perspective of both employer and employee. The course will review the hiring process, management of a diverse workforce pay, benefits, terms and conditions of employment, and terminating employment. Students will address a wide range of problems involving these issues and will learn strategies for avoiding legal conflict.

**MGNT 3900. Entrepreneurship Skills. 3 Hours.**

Prerequisites: MGNT 3250, and MKTG 3050 with a grade of "C" or better. Provides a broad overview of the principles, theories, and practice of entrepreneurship. Topics include the analysis of the traits of successful entrepreneurs, feasibility analysis, market planning, customer relationship management, financial management strategies, ethical leadership, and growth and exit strategies. Also includes the preparation of a comprehensive written business plan.

**MGNT 3910. Small Business Management. 3 Hours.**

Prerequisites: MGNT 3250, and MKTG 3050 with a grade of "C" or better. Fundamentals of small business management and operations. Topics include financial planning, budgeting and controlling, human resources and diversity, employee motivation, operations planning and quality control, promotion and distribution, legal, regulatory and ethical issues, risk management and insurance, exporting and other aspects of international involvement.

**MGNT 3920. Family Business Management. 3 Hours.**

Pre co-requisite: MGNT 3250. Management issues and techniques for the family-owned and/or managed enterprise. Topics include stages of development of family business, planning for transitions in ownership and management, human relations issues, conflict resolution, opportunity identification and exploitation.

**MGNT 4000. Human Resource Management. 3 Hours.**

Pre or co-requisite: MGNT 3250. The recruitment, selection, training, development, utilization and maintenance of human resources by organizations. Topics also include labor- management relations and the legal environment.

**MGNT 4005. Staffing Organizations. 3 Hours.**

Prerequisite: MGNT 4000 with a grade of "C" or better. Overview of the issues and practices involved in talent acquisition, deployment, and retention. The course examines measurement issues for the use and validation of selection procedures; the link between staffing activities and organizational strategy; the business impact of selection decisions; and HR metrics.

**MGNT 4010. Labor Relations. 3 Hours.**

Prerequisite: MGNT 4000 with a grade of "C" or better or consent of instructor. The legal environment and historic development of labor unions as well as the processes of collective bargaining, contract negotiation, grievance handling, mediation, and arbitration. State and Federal legislation affecting labor-management relations and employee benefit plans are studied in depth.

**MGNT 4020. Performance Management and Rewards. 3 Hours.**

Prerequisite: MGNT 3250 and MGNT 4000 with a grade of "C" or better. The process of developing and managing the appraisal of and rewarding of performance and the effective job analysis on which they depend. Topics include various types of job analysis, methods of collecting information about jobs, developing compensation systems, pay surveys, developing and managing performances appraisals, types of performance appraisals, merit pay, and incentives.

**MGNT 4060. Career Development. 3 Hours.**

Prerequisite: MGNT 3250 with a grade of "C" or better. The major issues in career development and management in organizations. The goals of this course are: to increase students' skills in managing their own careers: and to increase students' skills in developing the careers of their subordinates.

**MGNT 4200. Leadership Skills. 3 Hours.**

Prerequisite: MGNT 3250 with a grade of "C" or better. An examination and practical application of leadership theories, roles and responsibilities in a dynamic business environment. Through experiential learning, case analysis, readings and interactions with practitioners, students develop leadership skills in decision-making, communicating, managing conflicts, and motivating individuals and groups.

**MGNT 4600. Project Management. 3 Hours.**

Prerequisites: BUSA 2100, and MGNT 3250 with a grade of "C" or better. Introduces basic principles and practices of project management including organizational structures, management functions, PM life-cycle, planning, execution, control, conflict resolution, scope management, risk management, ROI, and quality assurance.

**MGNT 4640. Management Science. 3 Hours.**

Prerequisites: BUSA 2100 or MATH 1401, and MGNT 3250 with a grade of "C" or better. Applications of quantitative techniques to managerial decisions. Topics include linear programming, decision theory, applications of probability, forecasting, transportation problems, and network analysis. Computers are used in problem solving.

**MGNT 4650. Organizational Change and Development. 3 Hours.**

Prerequisite: MGNT 4000 with a grade of "C" or better. Application of behavioral science concepts to organizational change. Students work in groups to develop interpersonal and problem solving skills. Organizational Development (OD) is aimed at improving organizational effectiveness by means of planned, systematic change interventions that allow individuals, groups, and organizations to develop their potential productivity and quality of work life.

**MGNT 4660. Training and Development. 3 Hours.**

Prerequisite: MGNT 4000 with a grade of "C" or better. An examination of employee and management training in organizations. Topics include the development, administration, and evaluation of training programs; needs assessment, theories and program design, transfer of training, traditional training methods, use of new technologies in training, career development, and follow-up and evaluation of costs and benefits of training.

**MGNT 4700. Quality Management. 3 Hours.**

Prerequisite: MGNT 3250 with a grade of "C" or better. Overview of the concepts and processes of quality. Topics include: strategic supply chain alliances; quality and innovation in products, services, and process design across the supply chain; the tools of quality; managing quality improvement teams and projects; statistically based quality improvements; Six-Sigma management; and implementing and validating the quality system.

**MGNT 4800. International Management. 3 Hours.**

Pre or co-requisite: MGNT 3250. The management of organization in a global business environment. Topics include the effects of socio-cultural, economic, geographic, legal, political, and technological differences on management organizational behavior including staffing, interpersonal communication, negotiation, leadership, and organizational effectiveness.

**MGNT 4950. Special Topics in Management. 1-3 Hours.**

Directed research, readings or project in management. The proper form must be submitted to the Dean of the College of Business Administration at least two weeks prior to the beginning of the semester. May be taken more than once for up to 3 hours if topics are different.

**MGNT 4980. Management Internship. 3 Hours.**

Prerequisite: MGNT 4000 with a grade of "C" or better, Senior Standing, BBA major, and completion of Internship Agreement Form. Graded "Satisfactory" or "Unsatisfactory". The application of skills related to the academic discipline of management in an employment situation. A project, approved by a faculty member and the employer, is required. The student must complete a workshop with the Career Strategies Coordinator no later than the end of the first week of classes. Students must adhere to the Management Internship Program Guidelines and may receive credit for this course only once.

**MGNT 4990. Directed Study in Management. 1-3 Hours.**

Prerequisite: Consent of instructor and Department Head. Topics to be assigned. May be taken more than once for up to 3 hours if topics are different.

## Healthcare Administration

**HCAD 3100. Introduction to Healthcare Informatics. 3 Hours.**

Prerequisite or Co-requisite: MGNT 3250 and BUSA 2100. An introduction to the concepts and competencies required in classifying, coding, managing, and analyzing diseases and procedures used by healthcare professionals in the context of Electronic Healthcare Record (EHR) systems.

**HCAD 3200. Healthcare Management. 3 Hours.**

Prerequisite: MGNT 3250 with a grade of "C" or better. An introduction to concepts and competencies required in managing direct care and non-direct care healthcare organizations.

**HCAD 3400. Healthcare Financing and Insurance. 3 Hours.**

Prerequisite or corequisite: HCAD 3200. Prerequisite: HCAD 3100 with a grade of "C" or better. An introduction to the financing of healthcare delivery. Topics include various insurance settings, the biggest insurance programs, and reimbursement mechanisms.

**HCAD 3600. Healthcare Information Systems and Security. 3 Hours.**

Prerequisite: HCAD 3100 and HCAD 3200 with a grade of "C" or better. An introduction to the implementation, security, and management of information systems in healthcare management, with an overview of standards and components to assure quality information.

**HCAD 4000. Legal and Ethical Issues in Healthcare Administration. 3 Hours.**

Prerequisite: HCAD 3200 with a grade of "C" or better. The legal, regulatory and ethical requirements of providing and receiving healthcare are presented. Rights and responsibilities of healthcare stakeholders are identified and trade-offs are analyzed.

**HCAD 4100. Healthcare Human Resources Management. 3 Hours.**

Prerequisite: MGNT 3250 with a grade of "C" or better. Basic concepts of human resource management applied to healthcare organizations. Topics include selection of healthcare personnel; training in a clinical setting; scheduling with emphasis on shift, legal, and regulatory issues; motivation, compensation, and retention; managing shortages and surpluses; and discipline in health related professions. Additional topics are the Joint Commission on Accreditation of Healthcare Organizations and organized labor in healthcare organizations.

**HCAD 4977. Research in Healthcare Administration. 3 Hours.**

Prerequisites: BUSA 3100, and HCAD 3200 with a grade of "C" or better. Graded "Satisfactory" or "Unsatisfactory". Completion of Healthcare Administration research paper. May receive credit for the course only once. The research project, must adhere to the established Healthcare Business Administration (HCAD) Research Program Guidelines.

**HCAD 4980. Internship in Healthcare Administration. 3 Hours.**

Prerequisite: HCAD 3100 and HCAD 3200 with a grade of "C" or better, completion of Internship Agreement Form, BBA major, and Senior Standing. Graded "Satisfactory" or "Unsatisfactory". The application of healthcare administration concepts and skills in a healthcare organization. A project, approved by a faculty member and the employer is required. The student must complete a workshop with the Career Strategies Coordinator no later than the end of the first week of class. Students must adhere to the Healthcare Administration Internship Program Guidelines and may receive credit for the course only once.