CPST Coursework in the Management BA offered from the School of Continuing & Professional Studies is unique to the school and offers students the chance to learn skills directly applicable in their professional lives.

Managers that possess strong strategic planning and decision-making skills, understand the dynamic foundation of business principles, and have the ability to communicate effectively are critical to the success of any organization. The CPST coursework in the Management BA is designed to prepare working adult students to excel as valued and effective managers in today’s complex work environments.

CPST 200 Introduction to Continuing & Professional Studies 3 credits
CPST 200 gives newly admitted adult students a chance to ease themselves back into the academic environment while highlighting all of the tools and services available through the university. These services are often a necessary part of succeeding as a student of any age at Loyola University and knowing they are there is an important first step towards completing your degree. The course also offers new students a chance to refresh their academic writing techniques before fully immersing in classroom setting writing expository, argumentative, and research papers using appropriate source material and work-shop them to eliminate grammar and style errors. Finally, these writing skills will be put to use learning the process to earn academic credit by summarizing college-level-learning gained in a professional setting through SCPS’ Prior Learning Assessment program, and how to submit to the process via Loyola’s e-portfolio system.

CPST 247 Computer Concepts & Applications 3 credits
This course will focus on how businesses use information technology to support their business processes. Students will explore the roles of information process management, information technology applications, as well as the social and ethical implications that are raised by using technology in business life. In addition to learning about the purpose and composition of information systems, as well as the ways various areas of business use technology, students will receive hands-on experience developing business applications with productivity tools such as Microsoft Excel, Access, Word, and HTML. As of Summer 2012, this course will primarily be offered entirely in an online format.
CPST 250  **Foundations of Organizations**  3 credits
Prerequisites: UCWR 110; PSYC 101. An introduction to the study of organizations. This course will cover theory and practice within organizational management and organizational behavior at the individual, interpersonal, team and organizational levels. A general understanding will also be gained in the areas of accounting, human resources, marketing, law and leadership. Students will become more familiar with library resources needed for successful completion of the courses in the Continuing & Professional Studies program. The course will be taught using lecture, discussions, and experiential exercises and will promote the synthesis of knowledge across the CPST curriculum.

CPST 310  **Accounting Principles and Applications**  3 credits
Prerequisites: UCWR 110; Quantitative Reasoning Requirement; PSYC 101; CPST 250. An introduction to major concepts in the areas of financial and managerial accounting. Students will gain a deeper understanding of financial statements, accounting mechanics, accrual accounting, financial planning, variance analysis, internal controls and financial analysis. The final course project will require students to utilize knowledge and skills in the area of financial and managerial accounting to manage the financial data of a fictional organization.

CPST 340  **Marketing Concepts and Strategies**  3 credits
Prerequisites: UCWR 110; Quantitative Reasoning Requirement; COMM 101, and 150 or 160; PSYC 101; CPST 250. An analysis of the fundamental principles and strategies of marketing. Students will gain an understanding of the functional role of marketing within an organization and within the expanding global economy. Students will gain a deeper understanding of the external and internal variables that affect marketing; e-commerce marketing, the roles of advertising, public relations, and sales; integrated marketing’s role and strategic marketing planning. Students will integrate knowledge and skills acquired throughout the course with outside sources and information in order to develop an integrated marketing plan for an organization.

CPST 350  **Human Resources Principles and Practices**  3 credits
Prerequisites: UCWR 110; COMM 101, 150 or 160, and 237; PSYC 101; CPST 250. An examination of human resource management functions. Students will gain a deeper understanding of the legal environment and equal employment opportunities requirements; job design and analysis; recruiting, orientation and training; performance appraisal; compensation systems; labor relations; collective bargaining and grievance processes; and health and safety in the workplace. The final course project will require students to conduct in-depth research in the area of human resource management (HRM) and apply HRM theory and research to a not-for-profit organization.
CPST 360  Development and Change in Organizations  3 credits
Prerequisites:  UCWR 110; COMM 101, 237, 273, and 150 or 160; PSYC 101; CPST 250; Ethics Requirement. The student will gain an understanding of the theory and practice of organizational development and examine assumptions, strategies, models, intervention techniques and other aspects of organizational development. The student will gain an understanding of the key elements in conceptualizing, planning, implementing, and monitoring the change process in organizations. Forming collaborative relationships, overcoming resistance, gaining commitment, and realigning culture. Students will learn from case studies how different techniques are used by actual organizations. An organizational change project will be required.

CPST 370  Leadership Theories and Applications  3 credits
Prerequisites:  UCWR 110; COMM 101, 237, 273, and 150 or 160; PSYC 101; CPST 250; Ethics Requirement. Promotes leadership development through the study of leadership theory and concepts and encourages the practical application of leadership at all levels. It includes analysis of historical approaches to leadership and focuses on influential contemporary leadership perspectives such as servant leadership, situational leadership, transformational leadership, and principle-centered leadership. Through an examination of leadership theory and research, self-assessments and reflection, and application to the work environment, students will create a personal leadership development plan.

CPST 380  Leadership, Culture and Ethics  3 credits
Prerequisites:  CPST 370; Quantitative Reasoning Requirement. Students will gain an understanding of effective leadership in organizations. The student will have the opportunity for self-assessment of leadership strengths and management style through classroom exercises, experienced in a supportive group environment. Students will gain an understanding of leadership covering topics such as values and vision, strategy, organizational culture, management style, leading groups and teams, and coaching. Students refine their own concept of leadership and decision making in the context of the various attitudes, environments, cultures, issues, and activities faced by leaders in simple or complex organizations.

CPST 390  Organizational Theory and Practice  3 credits
Prerequisites:  CPST 370 and 380. An overview of how organizations work. Students will gain an in-depth understanding through completing case studies and experiential exercises to facilitate critical thinking and the application of course content to organizational settings. The final course project will integrate knowledge and skills in the area of organizational theory with systematic problem solving skills to assess and diagnose an organizational problem. This course is the Capstone Course for the Organizational Development and Leadership concentration.