

DIVISION OF ORGANIZATIONAL LEADERSHIP & SUPERVISION

APPROVED OLS ELECTIVES

OLS 320 Customer Service and Commitment Cr. 3. P: OLS 252 and OLS 274.

Emphasis in this course is on developing techniques to gain customer commitment from both external (end user) and internal customers. Empowerment, quality commitment, risk-taking, customer feedback, and decentralized decision making are covered.

OLS 324 Advanced Word Processing, Desktop Publishing, Presentation Graphics
Cr. 3. P: OLS 280.

Emphasis on the skills and knowledge necessary to create documents for college assignments and business use through the manipulation of word processing, desktop publishing, and presentation graphics software tools. Study of document formats, design and layout fundamentals, typographic principles, principles of graphing theory, and business presentation methods.

OLS 326 Comprehensive Spreadsheet Concepts Cr. 3. P: OLS 280.

The course covers basic to advanced concepts of spreadsheets. They will include planning, design, documentation, and purpose of the spreadsheet; the ability to create charts, do business-related analysis, work with data lists, create and edit macros, and create pivot tables and charts; and displaying worksheets on the Web.

OLS 329 Comprehensive Database Management Concepts Cr. 3. P: OLS 280.

The course covers basic to advanced database concepts and skills such as planning, designing, documentation, and creating a database using indexing and multiple databases; modifying and editing database structures and tables; entering data and validating the input data; creating and modifying queries and views; creating and modifying labels, reports, and forms; and using queries and views to print reports and forms. The course uses the advanced features of graphics, programming, object linking and embedding, and displaying worksheets on the Web.

OLS 331 Occupational Safety and Health Cr. 3. P: OLS 252.

A presentation of those aspects of occupational safety and health that are most essential to the first-line supervisor. Emphasis is placed on developing an understanding of the economic, legal, and social factors related to providing a safe and healthful working environment.

OLS 342 Interviewing Strategies in Organizations Cr. 3

A study of the various interviews supervisors conduct in organizational settings. This course focuses on general interviewing principles as well as specific types of interviews including selection, information gathering, disciplinary, and performance appraisals.

OLS 350 Applied Creativity for Business and Industry Cr. 3.

A study of the ways individuals can become more creative and how they can develop an environment that encourages creativity from employees.

OLS 351 Innovation and Entrepreneurship Cr. 3. P: OLS 268 and OLS 376.

An in-depth study of innovation in existing organizations as well as entrepreneurship in start-up businesses, franchises, family-owned firms, and other business formats.

OLS 361 Safety Department Supervision Cr. 3. P: OLS 331 or consent of instructor.

The analysis, design, and implementation of safety programs in work settings. Will include systems safety and evaluation techniques for loss-control functions.

OLS 365 Leading Virtual Teams Cr. 3. P: OLS 252 or PSY 120 or instructor permission.

This course will introduce contemporary theories, concepts, and applications of virtual teamwork. Examination of issues that determine virtual team effectiveness, including appropriate team design and leadership are stressed. In addition, the class will explicitly explore the differences in virtual and collocated team development, and use emerging theories (e.g., team identity theory, network theory) and perspectives (e.g., online community development) to predict and explain virtual team behavior and leadership needs.

OLS 370 Managing Job Stress and Health Cr. 3. P: OLS 252.

This course deals with the causes of work-related stress, how individuals respond to stressors, what effects stress may have on employee health and job performance, and what may be done to prevent or neutralize stress outcomes. Both stress and stress reduction are treated on an individual and organizational basis.

OLS 378 Labor Relations Cr. 3. P: OLS 376 or instructor permission.

An introduction to labor relations and the organization of labor unions and federations. Certification, contracts, collective bargaining, grievances, and arbitration are covered. Applicable labor legislation and court decisions are also discussed.

OLS 384 Leadership Process Cr. 3. P: OLS 252 and OLS 274.

An in-depth study of a sequence of supervisory actions that influence employees to achieve desired performance results. Also covered are ways in which these supervisory actions are transformed by employees into desired performance.

OLS 399 Special Topics Cr. 3. (Variable Topics) P: Determined by course offered.

Hours, credit, and subject matter to be arranged by OLS faculty.

OLS 410 Survival Skills in Organizational Careers Cr. 3. P: Within 30 credits of a bachelor's degree or consent of instructor.

Focus is on the organization as a social system within which careers develop through the reciprocal influences of organization and people. Examines how occupations are chosen, the stages of an unfolding career, and factors that influence successful careers. Emphasizes coping with change and developing personal strategies.

OLS 468 Personnel Law Cr. 3. P: OLS 268 and OLS 376; junior or senior class standing.

A consideration of personnel law, including EEO, pensions, wage contracts and payments, worker's compensation and insurance, and other statutes, as well as labor laws and arbitration.

OLS 476 Compensation Planning and Management Cr. 3. P: OLS 376; junior or senior class standing.

A technical course in how to plan and implement a total compensation system, including practical experience in job analysis and description, job evaluation, salary survey and analysis, and the development of a structured pay policy. Includes environmental study of behavioral implications and legal environment.

OLS 477 Conflict Management Cr. 3. P: OLS 376; junior or senior class standing.

A study of the methods for dealing with interpersonal and political disputes by means generally outside the traditional court system. Students will investigate the theoretical and practical aspects of conflict assessment, negotiation, problem solving, mediation, and arbitration.

OLS 479 Staffing Organizations Cr. 3. P: OLS 376; junior or senior class standing.

An applications-oriented study of key concepts in staffing organizations, including principles and issues in conducting job analysis, preparing job descriptions/specifications, and screening/selecting employees. Special emphasis on the design, validation, and operation of high-volume staffing systems.

OLS 484 Leadership Strategies for Quality and Productivity Cr. 3. P: OLS 376; junior or senior class standing.

A study of how organizational leaders create an environment conducive to high levels of employee self-motivation, quality, and productivity. Case situations are used to illustrate the application of course content.

OLS 487 Leadership Philosophy Cr. 3. P: OLS 376; junior or senior class standing.

Review of current managerial education and development theories and practices; discussion of fundamental social, economic, and political changes affecting business and the work of managing; implications of these changes for individual manager development and continued growth.