

COM 600 Culture and Customs of the United States

This course covers a basic understanding of the culture and customs of the United States with special emphasis on the Southern California region. Topics include formal and informal social interaction and relationships, money and banking practices, and news, information, and communication. Practical experience in transportation, shopping, recreation, and entertainment are included.

COM 605 Cross Cultural Communication

Provides students with the necessary knowledge and communication skills to succeed in the United States. Students analyze personal communication skills and master tools to improve same. Topics include oral and written communication, business and interpersonal communication, use of technology to present information, and cultural aspects of American English.

COM 615 U.S. Commerce and Employment

Prepares students for successful employment in the United States. Topics include resume writing, appropriate business communications, interviewing techniques, job search strategies, and employment prospects within the local community.

COM 610 Project Management

Focuses on learning the principles, practices, and techniques of project management using a practical, day-to-day approach. Examines resource constraints, people issues, and use of statistical tools. Topics include change, leadership skills, communication, team, cultural diversity, scheduling concepts, problem solving techniques, Work Breakdown Structure, time/cost tradeoff techniques, critical path analyses, and use of a software project management program. The concepts expressed here are accessible to students of all backgrounds.

COM 620 Advanced Systems Design and Analysis

This course surveys the topic of systems analysis and design from a management perspective. Emphasis will be placed on understanding how organizations use technology to conduct business, maintain market presence, and meet the needs of an ever-changing world. Topics covered include traditional and iterative system development methodologies, the requirements to test cycle, and advanced systems development life cycle concepts.

COM 640 Distributive Communications and New Technology

Explores the basics and convergence of current data and voice communications on a local and global level, utilizing both conducted and radiated media. Reference and usage networking models are employed to reduce the complexity of the communications systems involved. Important protocols and standards at various networking layers are discussed in detail.

COM 655 Human Resources Management

Personnel management for information systems and business administration. Source of employees, interviewing, selection, assignment, training and evaluation of employees. The human relations factor on organizational effectiveness.

COM 656 Principles of Information Security

This course is designed to develop knowledge and skills for securing information and information sources at the organizational level. The focus is on the concepts and methods associated with planning, designing, implementing, managing and auditing information assurance at all levels on all system platforms, including worldwide networks. Also covered are techniques for assessing risks associated with accidental and intentional breaches of security and the countermeasures that incorporate people, processes, and technology to secure operations.

COM 660 Database Selection and Administration

An overview of the theory and application of relational database systems. Emphasis is placed on the management of database systems and techniques for selection, construction, use and maintenance. Students will do research, write and present several papers on basic database topics and representative commercial database management systems.

COM 665 Leadership

An interactive study of the techniques, traits and skills needed by the leader in the volatile environment of IT. Topics include conflict resolution, mentoring, training and development and identifying leadership talent in organization. Various models and business cultures will be discussed to assist students in improving the organization behavior in the work place.

COM 670 Financial Planning

A study of the representative financial decisions encountered by information systems managers and business administration managers. The course will cover financial environment, time value of money, risk and rates of return, valuation concepts, analysis of financial statements, financial planning and control, and working capital policy.

COM 671 Decision Support Systems

The rise of efficient computers ushered in an analytical approach to decision making. Computers were able to easily solve the complex mathematical solutions to modeling, enabling the advent of the space age. Decision making under conditions of both certainty and uncertainty are included. Students will learn solutions to uncertainty with such techniques as Monte Carlo simulation, convergence, queuing models, Markov chains, and regression analysis. Decision making under certainty will be addressed with linear programming. Students will learn methods useful in both their professional and personal lives and will receive free software for decision-making.

COM 675 Legal Environment of Information Systems

An overview of legal issues pertaining to information systems practices and the computer industry. Emphasis is placed on contract contents and interpretation with respect to tort liability, including negligence and misrepresentation in the computer industry. A section on intellectual property rights analysis including a survey of the areas of copyright; patent, trade secrets, trade mark law; export and tax law as they affect the computer industry, its operation and products will be reviewed. Recent legislation addressing privacy, security and computer crime will also be explored.

COM 685 Management of Network Technology Readiness

A detailed overview of the role of a manager of network technologies with respect to assessing a business's readiness for electronic commerce. Specifically, this course addresses several flexible strategies for sustaining Web-based commerce including identifying the correct business model, techniques for creating sustainable electronic commerce value, integrating net and business priorities, aligning leadership and governance models for maximum impact and using the net to redraw the boundaries of industry. Emphasis is on the new rules that management uses for successful business modeling in the explosive Web-based industry of electronic commerce.

COM 690 Management of Emerging Technologies

This course surveys the dynamics of change in technology. It examines the future effects upon the manager in the IT environment. Industrial issues of automation, communications, e-business, disruptive technologies, the changing technical landscape and human-machine are addressed as well as the social issues of leadership, managing change and education.