

MANAGEMENT (MGMT)

MGMT G110 3 Units (54 lecture hours)

Elements Of Management

Grading Mode: Standard Letter, Pass/No Pass

Transfer Credit: CSU.

This course covers the framework of management principles and explores the functional roles of planning, organizing, leading, and controlling within business organizations. Graded or Pass/No Pass option.

MGMT G111 3 Units (54 lecture hours)

Human Resources Management

Grading Mode: Standard Letter, Pass/No Pass

Transfer Credit: CSU.

This course covers key roles, responsibilities, and methods used in the field of human resource management. Topics include workforce planning, recruitment, training, compensation, motivation, evaluation and separation. Current trends in employment and workforce management will be discussed and analyzed. Graded.

MGMT G115 3 Units (54 lecture hours)

Essentials of Organizational Behavior

Grading Mode: Standard Letter, Pass/No Pass

Transfer Credit: CSU.

Formerly: Behavioral Management. This course focuses on the application of behavioral science approach to management and employer/employee relationships. Various psychological principles which affect employee motivation and productivity will be explored in depth. Also included will be experiential exercises and role-playing. Graded or Pass/No Pass option.

MGMT G130 3 Units (54 lecture hours)

Team Building And Group Dynamics

Grading Mode: Standard Letter

Transfer Credit: CSU.

This course provides an introductory study of team building and group dynamics. Students learn how to facilitate stages of team development, improve team communication, leverage team diversity, and optimize group dynamics by managing conflict and building trust to achieve high performance. Graded.

MGMT G140 3 Units (54 lecture hours)

Business and Organizational Ethics

Grading Mode: Standard Letter, Pass/No Pass

Transfer Credit: CSU.

Formerly: Organizational and Professional Values/Ethics. This course introduces students to the ethical concepts that are relevant to resolving moral issues in business, including development of reasoning and analytical skills needed to apply ethical concepts to business decisions. Identification of the moral issues involved in the management of specific problem areas in business and an examination of the social and natural environments within which moral issues in business arise are also emphasized. Graded or Pass/No Pass option.

MGMT G152 3 Units (54 lecture hours)

Starting a Business - Entrepreneurial Small Business

Grading Mode: Standard Letter

Transfer Credit: CSU.

Formerly: Small Business Ownership and Management. This course covers the basics of planning and starting a new business including personal and organizational readiness, entrepreneurship options and opportunities, business idea development and analysis, business plan development, funding and support resources, and new business launch. Graded.

MGMT G155 3 Units (54 lecture hours)

Customer Service

Grading Mode: Standard Letter, Pass/No Pass

Transfer Credit: CSU.

Formerly: Customer Service for the 21st Century. This course teaches students skills, strategies, and techniques for developing, improving, and delivering quality customer service to attract new customers, retain existing customers, and increase overall profitability within an organization. Graded or Pass/No Pass option.

MGMT G162 3 Units (54 lecture hours)

Managing a Small Business

Grading Mode: Standard Letter

Transfer Credit: CSU.

This course covers the concepts, operations, and approaches for managing a small business. Content areas include planning and budgeting, accounting basics, marketing and promotion, employee and contractor management, inventory management, risk management, and business growth and improvement. Graded.

MGMT G163 1.5 Units (27 lecture hours)

Basic Accounting Concepts for Small Business

Grading Mode: Standard Letter, Pass/No Pass

Transfer Credit: CSU.

This course is identical to ACCT G163. This course teaches small business owners to perform basic accounting functions such as managing receivables and payables, bank reconciliations, and financial statements. The course also equips small business owners with the ability to read and understand financial statements in order to analyze operational performance, evaluate financial condition, and assess certainty of future cash flows. This course will also provide information for developing start-up cost estimates and financial projections. Graded or Pass/No Pass option.