

MANAGEMENT (MGMT)

MGMT A100 **3 Units (54 lecture hours)**

Applied Management for Public and Private Organizations

Grading Mode: Standard Letter

Transfer Credit: CSU.

An introduction to the tools, practices, policies, and concepts of management in modern organizations. Emphasis will be on planning, organizing, leading, controlling, communication, and decision-making.

MGMT A115 **3 Units (54 lecture hours)**

Human Relations and Supervision

Grading Mode: Standard Letter

Transfer Credit: CSU.

A behavior science approach to human relations in business with special emphasis on developing a student's leadership qualities, understanding, personal characteristics, and attitudes desirable for advancement to greater responsibilities in business management. Designed for on-the-job trainees or mid-management trainees who are seeking further insights in dealing with co-workers and management. This course may also be offered online.

MGMT A239 **3 Units (54 lecture hours)**

Professional Communication

Grading Mode: Standard Letter, Pass/No Pass

Transfer Credit: CSU.

Study of communication functions, choices, and roles for professionals in business. Practice in using verbal, nonverbal, and writing skills to communicate one-on-one, electronically, and in groups. Same as BUS A239. Students completing MGMT A239 may not receive credit for BUS A239. This course may also be offered online. Graded or Pass/No Pass option.