

MANAGEMENT (MGMT)

MGMT C100 3 Units (54 lecture hours)

Principles of Management

Advisory: First-time and returning students are advised to consider taking this course in the 16-week format.

Grading Mode: Standard Letter, Pass/No Pass

Transfer Credit: CSU.

Principles of Management provides a comprehensive review of the role of management in the modern business environment. This course is for new and/or potential supervisors and managers. You will be introduced to the terminology, theories, and principles that make up the core of business management: planning, organizing, leading, and controlling. You will explore the workplace impact of various social and cultural experiences and perspectives related to gender, age, ethnicity, and disability, as customer-focused leadership requires diverse teams and the inclusion of a broad spectrum of voices. This course is identical to MS C100. Graded or Pass/No Pass option.

MGMT C101 3 Units (54 lecture hours)

Management and Employee Communication

Grading Mode: Standard Letter, Pass/No Pass

Transfer Credit: CSU.

This course applies the principles of ethical and effective communication to the creation of letters, memos, emails, and written and oral reports for a variety of business situations. The course emphasizes planning, organizing, composing, and revising business documents using word processing software for written documents and presentation-graphics software to create and deliver professional-level oral reports. This course is designed for students who already have college-level writing skills. This course is identical to MS C101. Graded or Pass/No Pass option.

MGMT C111 3 Units (54 lecture hours)

Human Resource Management

Grading Mode: Standard Letter, Pass/No Pass

Transfer Credit: CSU.

This course provides an introduction to the human resources function and related elements and activities while focusing on the crucial role of effective human resource management in achieving organizational success. It emphasizes the ways human resource management can provide a competitive edge and support corporate strategies. It examines the diversity of today's workforce and the economic, social, legislative, and attitudinal changes affecting human resources as well as key functions such as recruitment, equal opportunity, selection, development, appraisal, retention, compensation, and labor relations. Students will be exposed to the view of HRM from the perception of both management and subordinate employees. This course is identical to MS C104. Graded or Pass/No Pass option.

MGMT C115 3 Units (54 lecture hours)

Human Relations in Business

Grading Mode: Standard Letter, Pass/No Pass

Transfer Credit: CSU.

The course explores the influence of individual differences, interpersonal dynamics, and culture on human relations. Its focus is on learning to apply the principles of social science as a business management skill and to improve working relationships and the ability to deal with a variety of people and situations. Attention is given to diversity in the workplace and the business benefits of intentional inclusion. Students will learn how to utilize problem-solving, critical thinking, and human relations skills to become effective supervisors and managers in today's business environment. This course is identical to MS C102. Graded or Pass/No Pass option.

MGMT C160 3 Units (54 lecture hours)

Foodservice Management

Grading Mode: Standard Letter, Pass/No Pass

Transfer Credit: CSU.

This course is the study of personnel, communication, and business operation as they pertain to dietary managers. Course content covers recruiting, staffing, scheduling, educating, and managing personnel as well as managing operation and capital budget, purchasing and implementing cost-effective procedures. This course is identical to FN C190. Graded or Pass/No Pass option.

MGMT C161 3 Units (54 lecture hours)

Introduction to Health Care Management

Grading Mode: Standard Letter, Pass/No Pass

Transfer Credit: CSU.

This course introduces students to the subject of Health Care Management and prepares them to start their career in that field. It covers all aspects of management such as communication, coordination, leadership, planning, and decision making. In addition, it also covers organization design, staffing, and budgeting within the context of health care management and administration. This course is identical to HLTH C121. Graded or Pass/No Pass option.

MGMT C171 3 Units (54 lecture hours)

Supply Chain Management Fundamentals

Grading Mode: Standard Letter, Pass/No Pass

Transfer Credit: CSU.

This course introduces students to the many functions and roles within supply chain management. It provides an overview of the basics of supply chain management's role within organizations. Key elements of this course include the definition of supply chain and the various flows within the supply chain (i.e., customer service, manufacturing and service operations, order management, procurement, and supply management, demand planning, inventory management, warehousing operations, and transportation operations). It also includes an explanation of how the supply chain supports organizations' strategic and financial goals. This course prepares students to successfully pass the Supply Chain Management Principles certification examination. Some of the content for this course was developed by the Leveraging, Integrating, Networking, Coordinating Supplies (LINCS) in Supply Chain Management Consortium. Credentials are awarded by the Council of Supply Chain Management Professionals (CSCMP). This course is identical to SM C101 or MS C171. Graded or Pass/No Pass option.

MGMT C172 3 Units (54 lecture hours)

Warehousing Operations

Grading Mode: Standard Letter, Pass/No Pass

Transfer Credit: CSU.

This course introduces warehousing operations including the processes, procedures, tools, and equipment within a warehouse facility. Effective and strategic warehousing operations enable an efficient, effective, and comprehensive supply chain. Key elements of this course include: an overview of warehousing, the role of warehousing in the supply chain, facility configuration, storage and handling techniques, performance metrics, customer service considerations, and safety concerns across various types of distribution facilities, including Occupational Health and Safety Administration (OSHA) guidelines. This course will explore the requirements for warehousing operations ranging from a simple, single storage facility to a total distribution or fulfillment network. This course prepares students to successfully pass the Warehousing Operations certification examination. Some of the content for this course was developed by the Leveraging, Integrating, Networking, Coordinating Supplies (LINCS) in Supply Chain Management Consortium. Credentials are awarded by the Council of Supply Chain Management Professionals (CSCMP). This course is identical to SM C102 or MS C172. Graded or Pass/No Pass option.