

MANAGEMENT & SUPERVISION (MS)

MS C100 3 Units (54 lecture hours)

Business Organization and 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.

Business Organization and Management is a course designed to provide a comprehensive review of the role of management in the current business environment. Students will be introduced to the terminology, theories, and principles that make up the core of business management. The 21st Century workplace is undergoing dramatic changes. Organizations are reinventing themselves for speed, efficiency, and flexibility and creating a strategic advantage with customer-focused leadership. Teams are becoming the basic organizational building block with the increased emphasis on employee participation and empowerment. Graded or Pass/No Pass option.

MS 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. Graded or Pass/No Pass option.

MS C102 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. 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. Graded or Pass/No Pass option.

MS C104 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. Graded or Pass/No Pass option.

MS C144 3 Units (54 lecture hours)

Introduction to Leadership

Grading Mode: Standard Letter, Pass/No Pass

Transfer Credit: CSU.

Formerly LEAD C140. An introductory participative course designed for individuals wanting to improve their current leadership and management skills. Emphasis is on assessing leadership skills; analyzing management styles; evaluating interactions among leaders, followers, and situations, communicating within groups; reducing conflicts; setting goals; delegating tasks; utilizing parliamentary procedure; and conducting effective meetings. Graded or Pass/No Pass option.

MS C145 3 Units (54 lecture hours)

Personal Leadership

Advisory: MS C144 (formerly LEAD C140).

Grading Mode: Standard Letter, Pass/No Pass

Transfer Credit: CSU.

Formerly LEAD C145. A participative course designed for individuals wanting to improve their current leadership and management skills. Topics include knowing what leadership is, challenging the process, inspiring a shared vision, enabling others to act, modeling the way, recognizing contributions and accomplishments, and becoming a caring and effective leader through the Student Advisory Council. Other topics include evaluating personal leadership and management skills, solving problems creatively, communicating supportively, gaining power and influence, managing conflict, and motivating others. Graded or Pass/No Pass option.

MS C150 **3 Units (54 lecture hours)**
Organizational Leadership 1
Advisory: MS C144 (formerly LEAD C140) and MS C145 (formerly LEAD C145).

Grading Mode: Standard Letter, Pass/No Pass
Transfer Credit: CSU.

Formerly LEAD C150. An introductory participative course designed for individuals wanting to improve their current leadership and management skills. Topics include reviewing leadership myths and communication realities, studying the different phases of group development, analyzing the various task and social dimensions within groups, evaluating both competitive and cooperative group climates, and moving from defensive to supportive group environments. Additional topics include evaluating leadership roles within groups, analyzing defective and effective decision making and problem solving techniques, reviewing power and conflict management strategies, and handling difficult people. Graded or Pass/No Pass option.

MS C151 **3 Units (54 lecture hours)**
Organizational Leadership 2
Advisory: MS C144 (formerly LEAD C140), MS C145 (formerly LEAD C145), and MS C150 (formerly LEAD 150).

Grading Mode: Standard Letter, Pass/No Pass
Transfer Credit: CSU.

Formerly LEAD C155. A participative course designed for individuals wanting to improve their current leadership and management skills. Topics include assessing the connection between leadership and communication; comparing various communication styles and leadership approaches; and analyzing the similarities and differences among leadership, power, influence, and motivation. Additional topics include evaluating leadership characteristics and qualities within individuals, small groups, and large organizations. Graded or Pass/No Pass option.

MS C171 **3 Units (54 lecture hours)**
Principles of Logistics/Supply Chain Management
Grading Mode: Standard Letter, Pass/No Pass
Transfer Credit: CSU.

This course encompasses purchasing, operations, logistics activities, and explains how these aspects of supply-chain activity are accomplished effectively and efficiently. The course follows a natural flow through the supply chain, demonstrating the practical applications of supply-chain management in the workplace. This course is identical to SM C101. Graded or Pass/No Pass option.

MS C172 **3 Units (54 lecture hours)**
Logistics/Supply Chain Operations
Grading Mode: Standard Letter, Pass/No Pass
Transfer Credit: CSU.

This course provides a strong foundation and solid understanding of key supply-chain processes. Topic highlights include supply-chain strategy development; process evaluation and design; and planning, controlling, and scheduling with a focus on value-added approaches to link suppliers, the organizations, and customers. Strategic and operational issues are covered with an emphasis on tools and techniques. This course is identical to SM C102. Graded or Pass/No Pass option.

MS C174 **3 Units (54 lecture hours)**
Purchasing and Procurement
Grading Mode: Standard Letter, Pass/No Pass
Transfer Credit: CSU.

Purchasing and Procurement provides contextual insight and knowledge into the strategies, processes, and practices of purchasing. Topics include supplier integration, evaluation, cost analysis, negotiations, contracts, inventory and information, e-systems, and management, measurement, and evaluation of sources and supplies. This course is identical to SM C104. Graded or Pass/No Pass option.

MS C176 **3 Units (54 lecture hours)**
Supply Chain/Logistics Management
Grading Mode: Standard Letter, Pass/No Pass
Transfer Credit: CSU.

This course provides a strategic focus that blends logistics theory with practical applications showing how all the pieces fit together. Topics include logistics management, operations, design, administration, and changes in the way business is being conducted. Emphasis is on relating current technology developments to supply-chain managerial concepts and logistical practices. This course is identical to SM C204. Graded or Pass/No Pass option.

MS C283 **3 Units (270 other hours)**
Work Based Learning

Prerequisite(s): Be employed or volunteer in a field related to Management and Supervision for five hours per week per 1 unit of Work Based Learning.

Co-requisite(s): Be enrolled in a total of 7 units including Work Based Learning.

Grading Mode: Standard Letter, Pass/No Pass
Transfer Credit: CSU.

To enhance each Work Based Learning experience participant's opportunity for success in the field of Management and Supervision by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Management and Supervision. Graded or Pass/No Pass option.

MS C284 **4 Units (360 other hours)**
Work Based Learning

Prerequisite(s): Be employed or volunteer in a field related to Management and Supervision for five hours per week per 1 unit of Work Based Learning.

Co-requisite(s): Be enrolled in a total of 7 units including Work Based Learning.

Grading Mode: Standard Letter, Pass/No Pass
Transfer Credit: CSU.

To enhance each Work Based Learning experience participant's opportunity for success in the files of Management and Supervision by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Management and Supervision. Graded or Pass/No Pass option.