

MANAGEMENT & SUPERVISION (MS)

MS C011N **54 Hours (54 lecture hours)**

Introduction to Organizational Management (Noncredit)

Grading Mode: P/NP/SP Non-Credit

This course is designed to provide an introduction to the study of Business Organization and Management. It will provide an introduction to and discussion of the functions managers perform in the current business environment. Students will be introduced to the terminology, theories, and principles that make up the core of business management. The focus will be on current workplace requirements including efficiency, flexibility and creating a strategic advantage with customer-focused leadership, employee participation and empowerment. This course is a noncredit course and may not be substituted or considered for equivalency with any credit course. This course may be used to partially fulfill the requirements for Management Skills for Retail (Noncredit) Certificate of Completion. Noncredit. Pass/No Pass. (NOT DEGREE APPLICABLE.)

MS C012N **54 Hours (54 lecture hours)**

Organizational Communication (Noncredit)

Grading Mode: P/NP/SP Non-Credit

This course applies the principles of effective communication to the creation of letters, memos, emails, and written and oral reports for 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 to assist students in developing writing skills needed to be successful in the business environment. This course is a noncredit course and may not be substituted or considered for equivalency with any credit course. This course may be used to partially fulfill the requirements for Management Skills for Retail (Noncredit) Certificate of Completion. Noncredit. Pass/No Pass. (NOT DEGREE APPLICABLE.)