

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.

Employment, wages and salary, and labor relations are explored from the viewpoint of employees and first-line supervision. Practical handling of a variety of typical personnel problems encountered in business and industry are simulated through the use of role playing. An objective of this course is to provide an unbiased consideration of labor and management problems in industry and to show the need for cooperation. Graded or Pass/No Pass option.

MGMT G115 3 Units (54 lecture hours)
Essentials of Organizational Behavior
Grading Mode: Standard Letter, Pass/No Pass
Transfer Credit: CSU.

Formerly: Behavioral Management. Emphasis will be placed 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, Pass/No Pass
Transfer Credit: CSU.

Students are led through all aspects of team formation and management such as goal setting, assessment, mid-course correction, and closure. Graded or Pass/No Pass option.

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.