

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
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 Business A239. Students completing Management A239 may not receive credit for Business A239. This course may also be offered online. May be taken for grades or on a pass-no pass basis.