

# MANAGEMENT (MGMT)

**Principles of Management**  
MGMT 101 3 Credits/Units

3.0 hours of lecture  
Introduction to management theory, functions, and topics to include diversity, leading change, decision making, and team work. Focus on practical applications, useful to both new and experienced managers. [GE, HR]

**Applied Management Skills**  
MGMT 103 3 Credits/Units

3.0 hours of lecture  
Developing concepts and skills in employee motivation, communication, and supervisory leadership. Promoting effective relations and performance in the work group. Case discussions and role situations develop understanding of individual and group problems encountered by the supervisor. [GE]

**Motivation and Performance**  
MGMT 106 3 Credits/Units

3.0 hours of lecture  
Review of motivational factors of human relations used to enhance motivation and interpersonal communications; focus on the ways motivation impacts the success or failure of organizations. [GE, HR]

**Supervisory Communication, I, Written**  
MGMT 107 3 Credits/Units

3.0 hours of lecture  
Review of writing mechanics covering grammar, punctuation, and sentence and paragraph structure. Students practice writing effective business letters, documentation, supervisory reports, office memoranda, and bulletins. [CA, GE]

**Creative Problem Solving**  
MGMT 110 3 Credits/Units

3.0 hours of lecture  
Review of the creative and analytical thinking necessary for effective problem-solving in the workplace. Concepts include left/right brain thinking, stages in the creative process, habits that hinder thinking and producing ideas, the role of criticism, and effective communication of solutions. [GE, HR]

**Conflict Management**  
MGMT 112 2 Credits/Units

2.0 hours of lecture  
Study of the factors causing conflicts and ways to resolve them. Conflict with individuals and groups, conflict management styles, and win-win situations. [GE, HR][PNP]

**Supervisor As A Trainer Coach**  
MGMT 120 3 Credits/Units

3.0 hours of lecture  
Study of the supervisor's role in the training and professional development of employees. Topics include identifying training needs, selecting the appropriate type of training, distinguishing between training and coaching situations, and supporting employees to improve performance. Activities include practical training and coaching techniques. [GE, HR]

**Introduction to Project Management**  
MGMT 126 4 Credits/Units

4.0 hours of lecture  
Introduction to current practices in successful project management and in creating a quality project plan. Case examples provide the opportunity for first-hand practice in developing the individual steps of a project cycle, using current software in project management. [GE]

**Human Resources Management**  
MGMT 128 3 Credits/Units

3.0 hours of lecture  
Developing an understanding of the functions and skills needed by supervisors concerning employment recruitment, selection and placement, staff planning and development, job descriptions and analysis, promotions, transfers, separations, wage and salary administration, and EEO requirements. [GE, HR]

**Legal Issues In Employee Relations**  
MGMT 132 3 Credits/Units

3.0 hours of lecture  
Study of human resource topics such as employment law, hiring, discrimination, employment-at-will, drug testing, health insurance, unemployment, worker's compensation, wages and hours; and civil rights. Focus on due process for both public and private employees, including labor relations and collective bargaining. [GE, HR]

**Production and Operations Management**  
MGMT 133 3 Credits/Units

3.0 hours of lecture  
Techniques for improving productivity and quality and reducing waste. Topics include measuring quality and productivity, process definition and control, problem-solving, continuous improvement, and personal productivity for the production and service environment. [GE]

**Introduction to Hospitality Systems**  
MGMT 240 5 Credits/Units

5.0 hours of lecture  
Management functions relating to the planning and operational policies of various hotel and restaurant departments. [SE]

**Selected Topics**  
MGMT 280 1-5 Credits/Units

5.0 hours of lecture  
Selected topics in supervisory management. Topics vary and course theme and content change to reflect new topics. Because the course varies in content, it is repeatable for credit. Individual topics are listed in the term class schedules. [GE]

**Special Projects**  
MGMT 290 1-5 Credits/Units

5.0 hours of lecture  
Opportunity to plan, organize and complete special projects approved by the department. [GE]