

MANAGEMENT (MGT)

MGT 101 (3 credit hours)

Quality Management Principles

Students are introduced to fundamental concepts, principles, and practices used to improve quality in organizations. The need for organizational change is reviewed and paradigms of quality are introduced. An overview of areas of change, methods of quality planning and methods for implementing quality policies are provided. Lecture: 3 credits (45 contact hours).

Attributes: Technical

Components: LEC: Lecture

MGT 120 (3 credit hours)

Personal Finance

Information needed to make intelligent choices and take effective action in the management of personal resources is provided. Topics include financial planning, buying, borrowing, saving, budgeting, investing, insurance, and taxes. Lecture: 3 credits (45 contact hours).

Attributes: Technical

Components: LEC: Lecture

MGT 160 (3 credit hours)

Introduction to Business

Business careers, terminology, and the interrelationships and complexities of business are introduced and examined in this survey course. Lecture: 3 credits (45 contact hours).

Attributes: Technical

Components: LEC: Lecture

MGT 200 (3 credit hours)

Small Business Management

Students are introduced to the many facets of establishing, operating and/or owning a small business. Topics include legal forms of business organization, finance, accounting, insurance, governmental regulations and assistance, economics, marketing, and management principles. Lecture: 3.0 credits (45 contact hours).

Pre-requisite: BAS 160 or MGT 160 or consent of instructor.

Attributes: Technical

Components: LEC: Lecture

MGT 210 (3 credit hours)

Managing Quality

Introduces students to fundamental concepts, principles and practices used to manage and improve quality in organizations. Explores basic quality concepts including continuous improvement, customer focus, value-added concept, quality tools, statistical techniques, quality awards, quality standards, scientific management using data, designing products and services for quality, and the historic influences of leaders in quality management. Lecture: 3 credit hours (45 contact hours).

Pre-requisite: BAS 160.

Attributes: Technical

Components: LEC: Lecture

MGT 240 (3 credit hours)

Business Ethics and Self Management

Emphasizes the need for managers to be self-directed to make ethical decisions. Explores moral principles, community standards and the ethics of decision making at personal and professional levels. Lecture: 3 credits (45 contact hours).

Attributes: Technical

Components: LEC: Lecture

MGT 256 (3 credit hours)

Operations Management

Concepts and methods for economical planning and control of activities required for transforming a set of inputs into specified goods or services are introduced. Emphasis is given to forecasting, decision analysis, cost analysis, design of production systems, production/marketing relationships, operations planning and control, and the importance of global competitiveness. Lecture: 3 credits (45 contact hours).

Pre-requisite: BAS 160.

Attributes: Technical

Components: LEC: Lecture

MGT 258 (3 credit hours)

Project Management

Provides tools used in project management to accomplish the goals of society's varied organizations. Provides insight into human behavior, knowledge of organizational issues, and skill with quantitative methods to allow successful project management. Lecture: 3.0 credits (45 contact hours).

Pre-requisite: BAS 160.

Attributes: Technical

Components: LEC: Lecture

MGT 267 (3 credit hours)

Introduction to Business Law

The student is introduced to the state and federal court systems, tort and criminal law, law of contracts, partnerships, sale of goods, government regulations, bailments and negotiable instruments. Lecture: 3 credits (45 contact hours).

Attributes: Technical

Components: LEC: Lecture

MGT 274 (3 credit hours)

Human Resource Management

The student is introduced to the basic methods of recruiting, selecting, training, compensating, and maintaining a productive workforce. Concepts of effective employee relations including collective bargaining, contract administration, and safety and health programs are introduced. Techniques for systematic human resource planning and development of policies consistent with government regulations are emphasized. Lecture: 3 credits (45 contact hours).

Pre-requisite: MGT 283 or consent of instructor.

Attributes: Technical

Components: LEC: Lecture

MGT 283 (3 credit hours)

Principles of Management

Provides students with an overview of management beginning with the key functions of planning and decision making, organizing, leading and controlling. Explores the many aspects of management including human behavior, motivation, leadership, change and teams. Lecture: 3 credits (45 contact hours).

Pre-requisite: BAS 160 or MGT 160 or consent of instructor.

Attributes: Technical

Components: LEC: Lecture

MGT 284 (3 credit hours)

Applied Management Skills

A capstone course in which management theories and techniques are applied with emphasis on the action-skills that managers need for success. Course topics include delegating, motivating employees, team-building, conflict management, coaching and managing change. Lecture: 3 credits (45 contact hours).

Pre-requisite: BAS 283/MGT 283 or prior supervisory experience.

Attributes: Technical

Components: LEC: Lecture

MGT 287 (3 credit hours)

Supervisory Management

Students study the roles and responsibilities of the supervisor, emphasizing human relations skills while recognizing the behavioral factors of individuals and groups in the work environment. Conceptual knowledge base and skills to support the supervisor's role and responsibilities are identified and developed. Lecture: 3 credits (45 contact hours).

Pre-requisite: MGT 283 or consent of the instructor.

Attributes: Technical

Components: LEC: Lecture

MGT 288 (3 credit hours)

Self-Management

The need for managers to be self-directed before they can manage successfully the work of others is emphasized. Contemporary approaches to developing the behavioral skills needed to improve personal effectiveness are explored. Topics include personal planning and goal setting, time management, stress management, interpersonal and human relations skills. Lecture: 3 credits (45 contact hours).

Attributes: Technical

Components: LEC: Lecture

MGT 292 (3 credit hours)

Strategic Management

Introduces students to strategic planning and management concepts and processes in this capstone course. Provides in-depth examination of strategic planning and implementation. Provides a framework for internal and external organizational analysis. Applies decision-making, problem-solving, accounting and financial analysis in reviewing contemporary businesses and industries. Lecture: 3.0 credits (45 contact hours).

Pre-requisite: MGT 283 or BAS 283.

Attributes: Technical

Components: LEC: Lecture

MGT 299 (1-3 credit hours)

Selected Topics in Management

Technological developments, new business issues, and/or local management topics are presented and studied. Prerequisite: Consent of instructor. Lecture: 1-3 credits (15-45 contact hours) (variable).

Components: LEC: Lecture