

MANAGEMENT (MGT)

MGT 1010 – Principles of Management

Credit Hours: 3.00 Total Contact Hours: 3.00 Lecture Hours: 3.00

Introduces the basic concepts and methods of management in the business enterprise is presented through a comparison of evolving management approaches, and through an examination of motivation, ethics, leadership, communication, and decision-making processes within the management functions of planning, organizing, leading and controlling. Past and present business situations are examined through events currently reported in the news media for the purpose of promoting the application of management theories and techniques.

Transfer: TAG.

MGT 1050 – Principles of Entrepreneurship

Credit Hours: 3.00 Total Contact Hours: 3.00 Lecture Hours: 3.00

Investigates the skills necessary in creating and establishing a small business. Students will learn about the start-up process, how to research fundamental small business issues, strategies, decision making, risk and reward considerations and techniques designed to help students to create and operate their own business. Upon successful completion of the course, students should be able conceptualize the characteristics and entrepreneurial traits necessary for successful development of small business enterprises.

MGT 1250 – Team Building

Credit Hours: 3.00 Total Contact Hours: 3.00 Lecture Hours: 3.00

Offers real business team situations and develops critical leadership skills to interact effectively. Students will conduct meetings, develop teams, lead discussions, conduct self-assessments, practice assertiveness, do problem-solving and decision-making in a group environment.

MGT 1990 – Independent Study in MGT

Credit Hours: 0.00 Total Contact Hours: 0.00

Provides Independent Study for students.

MGT 2000 – Human Resource Management

Credit Hours: 3.00 Total Contact Hours: 3.00 Lecture Hours: 3.00

Introduces students to the human resources function for future managers in all departments. The employment process will be covered from writing job descriptions and employment planning to recruiting, interviewing, testing and hiring. Orientation and training will be discussed followed by various methods used for performance reviews and compensation. Employees' legal rights and labor relations are included with practical applications.

Prerequisites: MGT 1010.

MGT 2010 – Organizational Behavior

Credit Hours: 3.00 Total Contact Hours: 3.00 Lecture Hours: 3.00

Examines the reactions, interactions, attitudes, and activities of individuals and groups within a goal-seeking organization. Includes business communication, motivation, team building, and conflict resolution. Course considers business relationships among supervisors and subordinates, business and its clients and informal groups with emphasis on the development of effective human relations.

Prerequisites: PSY 1010 or SOC 1010.

MGT 2060 – Employee and Labor Relations

Credit Hours: 3.00 Total Contact Hours: 3.00 Lecture Hours: 3.00

Provides students with a complete picture of labor relations from the initial establishment of a bargaining relationship to the interactions that occur in a long established mature relationship. After developing a theoretical perspective, the negotiation process and contract administration are analyzed with modern issues included.

MGT 2410 – Employee Selection and Placement

Credit Hours: 3.00 Total Contact Hours: 3.00 Lecture Hours: 3.00

Introduces legal and regulatory factors affecting selection and placement. Major topics include: Recruitment, Selection, Equal Employment Opportunity, Affirmative Action and Case Histories.

MGT 2435 – Benefits and Compensation

Credit Hours: 3.00 Total Contact Hours: 3.00 Lecture Hours: 3.00

Introduces legal and regulatory factors affecting benefits and compensation. Other major topics covered include tax and accounting treatment of programs; economic factors affecting compensation philosophy, strategies and policy; job analysis, description and specification; job evaluations, pay structures, employee benefit programs, managing employee benefit programs, and evaluating the effectiveness of total benefit programs.

MGT 2440 – Training, Development and Safety

Credit Hours: 3.00 Total Contact Hours: 3.00 Lecture Hours: 3.00

Examines legal and regulatory factors; HR training and the organization; training needs analysis; training and development programs; evaluation of training effectiveness, and presentation skills as well as introductory safety principles and practice; safety and the law, safety concepts, OSHA requirements, organization and administration effects, hazard control technology, human factors and relevant professional areas.

MGT 2490 – Applications in Business Administration

Credit Hours: 2.00 Total Contact Hours: 2.00 Lecture Hours: 2.00

Integrates the knowledge gained, and skills developed, in prior course study. Students will apply their knowledge and skills in a business simulation. Students will analyze ethical issues and research current events in the business world. Students will also participate in a mock job interview.

Prerequisites: ACC 1010, COM 1110, MGT 1010

Corequisites: MGT 2000, MGT 2010, MKT 1010.

MGT 2530 – Applications in Human Resources

Credit Hours: 2.00 Total Contact Hours: 2.00 Lecture Hours: 2.00

Integrates the knowledge gained, and skills developed, in prior course study. Students will apply their knowledge and skills in a human resource simulation. Students will analyze ethical issues and research current events in the human resource world. Students will also participate in a mock job interview.

Prerequisites: ACC 1010, COM 1110, MGT 1010

Corequisites: MGT 2060, MGT 2410, MGT 2435, MGT 2440.

MGT 2991 – Practicum

Credit Hour: 1.00 Total Contact Hour: 7.00 Lecture Hour: 7.00

Requires the student to participate in an internship work experience in which the student will work for a minimum of 105 hours in a business administration, marketing or human resource related position. Exact duties will be agreed upon by the Faculty Member/Chair, Work Experience Supervisor and the Student. Student will be required to present a portfolio which summarizes their time spent in the work experience.

Corequisite: MGT 2992.

MGT 2992 – Seminar

Credit Hour: 1.00 Total Contact Hour: 1.00 Lecture Hour: 1.00

Brings practicum students together with their instructor to discuss achievements, progress, and challenges occurring during their internship work experiences.

Corequisites: MGT 2991.