

# MANAGEMENT (MAN)

## MAN 1005 | Logistics Management

Lecture Credit: 3

Introduces the fundamental facets of logistics in supply chain management utilizing a systems approach to: manage activities associated with traffic, logistical support, regulations, transportation, inventory management and control, warehousing, packaging, order processing, and materials handling.

**Prerequisite:** BUS 1015 with a grade of C or better; and demonstrated college readiness in English (CCD.edu/CollegeReady)

## MAN 1016 | Principles of Supervision

Lecture Credit: 3

Studies the principles and techniques of supervising and motivating personnel. This course is designed for students who are interested in supervising others or for those currently in supervision. Course content focuses on the human interaction in supervision.

**Prerequisite:** BUS 1015 with a grade of C or better

## MAN 1028 | Human Relations in Organizations

Lecture Credit: 3

Explores the importance of effective communication in our personal lives as well as in the world of business. Practical business applications such as employee motivation, handling customer complaints, and effectively resolving conflict in the workplace will be a major part of the curriculum.

## MAN 1060 | Entrepreneurship

Lecture Credit: 3

Teaches entrepreneurs planning skills from business concept development to the actual development of a comprehensive business plan. This practical approach includes one-on-one counseling with the instructor and professional volunteer counselors. Guest speakers are an integral part of the course. Topics include marketing strategies and tactics, profitability, human resource management, financial management and projections, innovations, and loan negotiations.

**Prerequisite:** ACC 1001 or CSO 2020, and BUS 1015 with a grade of C or better

## MAN 1075 | Special Topics

Provides students with a vehicle to pursue special topics of interest in business. The content of this course is designed on an as needed basis to provide current, up-to-date information.

**Prerequisite:** This course may require prerequisites or permission of instructor

*Note: Special topics courses range from 0-12 credits and vary in learning type. Please see your program chair for more information about your options.*

## MAN 2000 | Human Resources Management I

Lecture Credit: 3

Provides the student with a broad overview of the contemporary issues, theories and principles used to effectively manage human resources. Topics include recruiting, hiring, compensation and benefits, training and development, employee relations and legal issues.

**Prerequisite:** BUS 1015 with a grade of C or better

## MAN 2016 | Small Business Management

Lecture Credit: 3

Examines the elements necessary for the successful formation of a new small business. It is also designed to enhance the skills of those already involved in the operation of a small business. The course includes the development of a complete small business plan.

**Prerequisite:** ACC 1001 with a grade of C or better; and BUS 1015 with a grade of C or better, or CIS 1018 with a grade of C or better

## MAN 2024 | Leadership

Lecture Credit: 3

Focuses on the leadership skills necessary to bring about change in an organization. Students learn to develop and communicate a shared vision, to empower employees, to manage conflict, to negotiate, and to develop organizations so that all are working toward common goals.

**Prerequisite:** BUS 1015 with a grade of C or better

## MAN 2025 | Managerial Finance

Lecture Credit: 3

Examines the concepts and techniques used to analyze financial accounting information for managerial planning, decision-making and control. The focus of the course is on decision-making relating to the areas of budgets, forecasts, cost volume production, ROI and financial statements.

**Prerequisite:** BUS 1015 with a grade of C or better

## MAN 2026 | Principles of Management

Lecture Credit: 3

Presents a survey of the principles of management. Emphasis is on the primary functions of planning, organizing, leading and controlling with a balance between the behavioral and operational approach.

**Prerequisite:** BUS 1015 with a grade of C or better

## MAN 2041 | Project Management in Organizations

Lecture Credit: 3

Introduces students to the planning, implementation, and control activities of project management, including project and performance evaluation, quality control and work flow analysis. Emphasis will be on the initiating, planning, executing, controlling and closing activities of project management.

**Prerequisite:** MAN 2026 with a grade of C or better

## MAN 2042 | Project Management Tools and Techniques

Lecture Credit: 3

Emphasizes project management techniques and tools wherein students will learn the necessary skills to track a project, keeping it on time and within budget. Students will apply software to solve project cases and to construct scheduling charts and reports.

**Prerequisite:** MAN 2041 with a grade of C or better