

## MANAGEMENT

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### MAG-44

#### Principles of Management

**3.00 units**  
CSU

*Prerequisite: None.*

Description: For those who are in management, preparing for a potential promotion or interested in the management process. Includes the primary functions of planning, organizing, controlling, and leading as well as related skills such as team development, motivation and communication techniques, and quality management. Also, social responsibility and a global perspective are emphasized. 54 hours lecture. (Letter grade only)

### MAG-47

#### Applied Business, Management Ethics

**3.00 units**  
CSU

*Prerequisite: None.*

Description: An examination of ethical concerns in business decision making. Includes corporate, personal, global, governmental, public, environmental, product, and job-related issues. Case studies and corporate ethics programs and audits also covered. 54 hours lecture. (Same as BUS-47) (Letter Grade, or Pass/No Pass option)

### MAG-51

#### Elements of Supervision

**3.00 units**

*Prerequisite: None.*

Description: Gives an overview of responsibilities of a supervisor in industry including organizational structure, training, work assignments, productivity, quality control, evaluations, and management-employee relations. 54 hours lecture. (Letter Grade, or Pass/No Pass option)

### MAG-52

#### Employee Training and Development

**3.00 units**

*Prerequisite: None.*

Description: This course examines the forces influencing employee development through various methods such as training, strategic thinking, needs assessments, training evaluation, learning theories, e-learning and career development. 54 hours lecture. (Letter grade only)

### MAG-53

#### Human Relations

**3.00 units**

*Prerequisite: None.*

Description: A practical application of basic psychology in building better employer-employee relationships. Examines effective human relation techniques. 54 hours lecture. (Letter Grade, or Pass/No Pass option)

### MAG-54

#### Hrm: Employee Labor Relations

**3.00 units**

*Prerequisite: None.*

Description: A framework for studying labor relations as a system for balancing employment relationship goals and the rights of labor and management by examining; labor law, bargaining, unions, employment contracts, grievances, the history of labor relations and ethics. 54 hours lecture. (Letter grade or Pass/No Pass option)

### MAG-56

#### Human Resources Management

**3.00 units**

*Prerequisite: None.*

Description: Examines the manager's responsibility for implementing human resources applications involving the selection, training, evaluation, motivation and promotion of personnel. Compares and contrasts alternatives leading to innovative and socially responsible solutions to current employee relations issues with the workplace. 54 hours lecture. (Letter Grade, or Pass/No Pass option)

### MAG-60

#### Introduction to Hospitality Management

**3.00 units**

(C-ID:HOSP 100)

*Prerequisite: None.*

Description: An introduction to hospitality management covering travel and tourism, resorts, clubs, casinos, lodging, and food and beverage industries with consideration given to issues in environment, technology, ethics, and international arena. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAG-62****Restaurant/Hotel Mgmt****3.00 units***Prerequisite: None.*

Description: Management techniques and concepts in providing service within the restaurant and hotel industries; Course is designed to train future food service, hotel, or hospitality industry executives. 54 hours lecture. (Letter grade only)

**MAG-70****Introduction to Organization Development****3.00 units***Prerequisite: None.**Advisory: MAG-44.*

Description: This is a study of organization-wide, planned efforts to increase organizational effectiveness using planned interventions by managers. Multiple intervention techniques, such as diagnostic activities, team building, process consulting, coaching and goal setting are covered. 54 hours lecture. (Letter Grade, or Pass/No Pass option)

**MAG-200****Management Work Experience****1.00 - 4.00 units**

CSU

*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option)