

# BUSINESS MANAGEMENT (BMGT)

---

## **BMGT 1301 Supervision 3 Credits (3 Lec, 0 Lab)**

This study of the role of the supervisor examines managerial functions as applied to leadership, counseling, motivation, and human skills.

Course Type: Technical

## **BMGT 1305 Communications in Management 3 Credits (3 Lec, 0 Lab)**

This course explains the basic theory and processes of communication skills necessary for the management of an organization's workforce.

Prerequisite(s): Reading level 4

Course Type: Technical

## **BMGT 1309 Information and Project Management 3 Credits (3 Lec, 0 Lab)**

This course teaches the fundamentals of critical path methods for planning and controlling projects. Includes time/cost tradeoffs, resource utilization, stochastic considerations, task determination, time management, scheduling management, status reports, budget management, customer service, professional attitude, and project supervision.

Course Type: Technical

## **BMGT 1313 Principles of Purchasing 3 Credits (3 Lec, 0 Lab)**

This course focuses on the purchasing process as it is related to such topics as inventory control, price determination, vendor selection, supply chain management, negotiation techniques, and ethical issues in purchasing.

Prerequisite(s): Reading level 4

Course Type: Technical

## **BMGT 1325 Office Management 3 Credits (3 Lec, 0 Lab)**

This course covers systems, procedures, and practices related to organizing and planning office work, supervising employee performance, and exercising leadership skills.

Course Type: Technical

## **BMGT 1327 Principles of Management 3 Credits (3 Lec, 0 Lab)**

This course focuses on the concepts, terminology, principles, theory, and issues relevant to management in organizations.

Course Type: Technical

## **BMGT 1331 Production and Operations Management 3 Credits (3 Lec, 0 Lab)**

This course teaches fundamentals of the various techniques used in the practice of production and operations management, including location, design, and resource allocation.

Prerequisite(s): Reading level 4

Course Type: Technical

## **BMGT 1341 Business Ethics 3 Credits (3 Lec, 0 Lab)**

This course offers discussion of ethical issues, the development of a moral frame of reference, and the need for an awareness of social responsibility in management practices and business activities. It includes ethical corporate responsibility.

Course Type: Technical

## **BMGT 1344 Negotiations and Conflict Management 3 Credits (3 Lec, 0 Lab)**

This course covers theories which aid in the diagnosis of interpersonal and intergroup conflict. The role of manager as negotiator, intermediary, and problem-solver.

Prerequisite(s): Reading level 4

Course Type: Technical

## **BMGT 2303 Problem Solving and Decision Making 3 Credits (3 Lec, 0 Lab)**

This course explains decision-making and problem-solving processes in organizations utilizing logical and creative problem-solving techniques.

Application of theory is provided by experiential activities using managerial decision tools.

Prerequisite(s): Reading level 4

Course Type: Technical

## **BMGT 2309 Leadership 3 Credits (3 Lec, 0 Lab)**

This course explores leadership and its relationship to management.

Prepares the student with leadership and communication skills needed to motivate and identify leadership styles.

Prerequisite(s): Reading level 4

Course Type: Technical

## **BMGT 2368 Practicum (or Field Experience) 3 Credits (0 Lec, 21 Lab)**

This course offers practical training and experience in the workplace supported by an individualized learning plan developed and documented by the employer, College, and student. This allows the student to apply classroom theories, concepts, and skills in a workplace environment. The student must be working 20 hours per week in a paid or unpaid position.

Prerequisite(s): Six hours of Business Management courses or approval of the program director, and Reading level 4

Course Type: Technical

## **BMGT 2369 BMGT 2369 Practicum - Business Administration and Management 3 Credits (0 Lec, 21 Lab)**

This course offers practical, general workplace training and experience supported by an individualized learning plan developed by the employer, college, and students.

Prerequisite(s): Six hours of Business Management courses or approval of the program director. Reading level 4

Course Type: Technical

## **BMGT 2382 Cooperative Education - Business Administration and Management, General 3 Credits (1 Lec, 20 Lab)**

This course offers career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

Prerequisite(s): Reading level 4

Course Type: Technical