

BMGT - MANAGEMENT BUSINESS

BMGT 0001 Office Management Certification Exam 0 Credit Hours (0 Lec)

BMGT 1004 Critical Thinking and Problem Solving 0.7-4 Credit Hours (7 to 40 Lec)

BMGT 1009 Information and Project Management 4.8-9.6 Credit Hours (48 to 96 Lec)

BMGT 1012 Fundamentals of Management 0.7-4 Credit Hours (7 to 40 Lec)

BMGT 1014 Business Management 1.6-4.8 Credit Hours (16 to 48 Lec)

BMGT 1019 Team Building in the Workplace 0.7-4 Credit Hours (7 to 40 Lec)

BMGT 1020 Leadership Skills for Supervisors Managers 0.7-4 Credit Hours (7 to 40 Lec)

BMGT 1021 Introduction to Project Management 0.7-4 Credit Hours (7 to 40 Lec)

BMGT 1022 Workplace Communications 0.7-4 Credit Hours (7 to 40 Lec)

BMGT 1025 Office Management 4.8-9.6 Credit Hours (48 to 96 Lec)

BMGT 1027 Principles of Management 4.8-6.4 Credit Hours (48 to 64 Lec)

BMGT 1301 Supervision 3 Credit Hours (3 Lec)

The role of the supervisor. Includes managerial functions as applied to leadership, counseling, motivation, and human relations skills.

Course Type: Technical/Vocational Course

BMGT 1305 Communications in Management 3 Credit Hours (3 Lec)

Basic theory and processes of communication skills necessary for the management of an organization's workforce.

Course Type: Technical/Vocational Course

BMGT 1306 Facilities Management 3 Credit Hours (3 Lec)

General management and supervision of public buildings, business and industrial facilities, and other complexes requiring supervision and control. Includes fire alarm maintenance, plant maintenance, occupational safety, OSHA rules and regulations, management of maintenance supervisors, and hazardous material awareness.

Course Type: Technical/Vocational Course

BMGT 1313 Supervision 3 Credit Hours (3 Lec)

The purchasing process as it relates to such topics as inventory control, price determination, vendor selection, negotiation techniques, and ethical issues.

Course Type: Technical/Vocational Course

BMGT 1327 Principles of Management 3 Credit Hours (3 Lec)

Concepts, terminology, principles, theories, and issues in the field of management.

Course Type: Technical/Vocational Course

BMGT 1341 Business Ethics 3 Credit Hours (3 Lec)

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. Includes ethical corporate responsibility.

Course Type: Technical/Vocational Course

BMGT 1464 Practicum or Field Experience Operations Management and Supervision 4 Credit Hours (1 Lec, 27 Lab)

Practical general workplace training supported by an individualized learning plan developed by the employer, college and student.

Course Type: Practicum Course, Technical/Vocational Course

BMGT 2264 Practicum Operations Management and Supervision 2 Credit Hours (0 Lec, 18 Lab)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Course Type: Practicum Course, Technical/Vocational Course

BMGT 2303 Problem Solving and Decision Making 3 Credit Hours (3 Lec)

Decision making and problem solving processes in organizations, utilizing logical and creative problem solving techniques. Application of theory is provided by experiential activities such as small group discussions, case studies, and the use of other managerial decision aids.

Course Type: Technical/Vocational Course