

BUSINESS MANAGEMENT - NOCE (BMGR)

BMGR 410 18 Hours

Elements of Supervision

Provides instruction in communication, problem solving, team building and leadership. Designed for managers in both public and nonprofit organizations. *(Apportionment)*

BMGR 412 18 Hours

Management Skills I

This course provides an overview of the functions of the management process and its practical applications in a business environment. The course focuses on the planning process and organizing skills, including decision-making, strategic planning, delegating and staffing. Students will learn management principles that provide basic guidelines for supervisory decisions and actions. *(Apportionment)*

BMGR 415 18 Hours

Written Communication-Business

Provides extensive hands-on experience with all types of written business communications including letters, resumes, cover letters, memos, and reports. *(Apportionment)*

BMGR 417 18 Hours

Effective Business Presentations

This course provides instruction and practice in business presentation skills. Students will learn techniques to enhance their ability to speak before any size group with more confidence and communicate their message effectively. Students are encouraged to participate in a video tape exercise for their own assessment of strengths and weaknesses. *(Apportionment)*

BMGR 421 18 Hours

Successful Negotiations

This course is designed to plan and achieve business objectives and effect change through effective negotiating tactics and strategies, discover the art of persuasion in an ethical, empathetic, and assertive way, and develop confidence to influence and overcome psychological barriers and biases to achieve better outcomes. *(Apportionment)*

BMGR 423 18 Hours

Introduction to Employment Law

This course introduces the legal system, court structure, and laws governing the employer-employee relationship. It defines the employee status and common contracts, and examines unlawful practices by an employer, obligations of an employee, the principles of non-discrimination, harassment, labor laws, and the time limit to bring actions are also discussed. *(Apportionment)*

BMGR 430 18 Hours

Marketing Principles

Introduces the student to the marketing principles of product, price, distribution and promotion in support of goods and services. The course will focus on real world application and current business case studies. The student will learn to apply marketing skills in the development of a marketing plan. *(Apportionment)*

BMGR 431 18 Hours

Finance for the Non-Financial Manager

This course introduces students to the basics of business finance for the non-financial manager. Financial statements will be covered along with discussions on sales and expenses, assets and liabilities, budgeting and planning, and financial analysis. *(Apportionment)*

BMGR 452 18 Hours

Understanding Business Contracts

This course is an overview of basic contract principles and explores the meaning and effect of common contracts clauses. Topics covered include the different types of contracts, defenses available to the enforcement of a contract, subsequent remedies for the breach of a contract, and alternatives in the absence of a contract. *(Apportionment)*

BMGR 610 18 Hours

Management Skills II

This course focuses on developing management skills in working with individuals and teams to promote productivity, quality and innovation. Topics include employee performance appraisal, performance management, work groups, and the control process for keeping people, plans and programs on track. *(Apportionment)*

BMGR 630 12 Hours

Quality System: ISO 13485:2003 Basics

This course provides an overview of the quality management system requirements for manufacturers of medical devices defined by the ISO 13485:2003 standard. It is designed for all employees involved in developing, implementing and maintaining a quality management system, including managers, supervisors, and staff, including new hires and incumbent workers. *(Fee-Based)*

BMGR 665 36 Hours

European Certification Requirements for Medical Devices

Course introduces students to the EU Medical Device Directive and its importance to medical device companies. The course provides step-by-step guidance to achieve and maintain EU requirements for the quality, safety, and performance of medical device products. *(Fee-Based)*

BMGR 670 4 Hours

Notary Public Seminar

State approved mandatory education for new and renewing notaries. Being a notary can mean a bigger income for you! Learn the notary laws and prepare for the State of California exam. Take a practice exam, receive your Certificate of Completion, and schedule and registration information for upcoming State exams. Bring ID and arrive early. Due to State regulations, no one admitted after 6 p.m. *(Fee-Based)*

BMGR 680 4 Hours

Notary Loan Signing Certification

Become a certified notary loan signing agent. This course covers proper notarization of real estate documents and loan packages. It emphasizes the ethical and administrative role of the notary and the notary's sense of duty associated with being a loan document signing agent. Marketing and customer service are also covered. *(Fee-Based)*