

Administration

Winter Quarter Schedule : January 6 – March 16

ADM 511 Interpersonal Communication Skills (5)

CRN: 11275 Units: 5 Cost: \$925 Instructor: R. Pimentel email: rpimentel2@csub.edu

Conceptual and developmental views of interpersonal communication. Theory and practice of effective interpersonal communication. Self, perception, and cultural diversity in interpersonal communication. Skills relating to listening and responding, verbal and nonverbal communication, and conflict resolution. Understanding, developing, and nurturing interpersonal communication relationships with family, friends, and colleagues. Upon completion of the course, students should be able to effectively exercise fundamental interpersonal communication skills, build and nurture interpersonal relationships, provide constructive feedback regarding interpersonal communication in leadership settings, and exercise teamwork skills.

This course is WebCt based. Login to www.csub.edu/webct on the first day of class.

ADM 520 Quantitative Decision Making (5)

CRN: 11276 Units: 5 Cost: \$925 Instructor: A. Grammy email: agrammy@csub.edu

Quantitative methods for solving real world problems encountered in various professions. The hands-on, casestudy approach is utilized in the diagnosis of problems and search for statistical solutions. Upon completion of the course, students should be able to formulate research questions and experimental designs, collect and analyze data, estimate models, and interpret statistical results to assist with decision support. Prerequisite: one college-level statistics course.

This course is WebCt based. Login to www.csub.edu/webct on the first day of class.

ADM 525 Human Resource Management Foundation (5)

CRN: 11277 Units: 5 Cost: \$925 Instructor: M. Bedell email: mbedell@csub.edu

This course is an examination of the Human Resource foundation. Students will complete a series of projects that focus on the labor market, the external legal environment, and the manager's view of the employee life cycle (recruiting and selection, training, supervision, and termination). Upon completion of this course, students should be able to analyze the legal and market forces affecting jobs, perform a job analysis, hire an employee, supervise employees, identify initial training needs and methods, and separate an employee from an organization. ADM 526 Dealing with the Difficult Employee (5) This course examines a topic that has become more important to organizations - the management of human resources. Students will complete a series of projects that focus on supervisory methods (e.g., coaching and counseling), discipline, training, termination, and related legal issues (e.g., unfair termination, sexual harassment, abusive employees). Upon completion of this course students should be able to analyze and interpret the changing legal environment, exercise supervisory methods to effectively manage human capital to meet tactical and strategic organizational goals, and effectively address disruptive employees behaviors.

This course is WebCt based. Login to www.csub.edu/webct on the first day of class.