CO 430 Written Communication  50393
Explores how written communication by its very nature is drastically different from verbal and other nonverbal forms of communication. Considers the effect a printable form of communication has on the message, the sender and receiver, and the potential legal issues associated with written communication. This course focuses on the impact of written messages for intrapersonal, interpersonal, small group, organizational, intercultural, and mass media communication. Examines the historical transformation in content, style, and perception from letters, memos and notes to the evolving electronic formats for written communication including: e-mails, blogs, chat rooms, e-networking/e-cultures, wikis, etc. Three credits.
June 5 – July 17
Hybrid course: Thursdays: June 5th, June 12th, & June 19th face – to – face classes and online.
6:30 – 9:00 p.m.
Dr. Pagano

MG 500 Leadership  50206
This course focuses intensively on the art and science of leadership in organizations by examining the critical links between leader skills, strategy, and organizational change utilizing a human resources approach. The course strives to assist students from every concentration - including finance, marketing, information systems, accounting, and international business - to become leaders who can motivate and mobilize their people to focus on strategic goals. The material covered in this course will include traditional, contemporary, and strategic theories of leadership. Students will assess their leadership skills, and engage in a series of assignments designed to improve and establish confidence in their own abilities to lead. (Prerequisite: MG 400 or equivalent).

Mon. Aug 18 - 30th
Each weeknight 6:00 - 9:30 p.m.
Each Saturday 8:30 - 4:30
Dr. Mainero