

Definition

Management is the achievement of organizational objectives through people and other resources. By effective planning, organizing, directing, and controlling, managers combine capital, labor, and materials to accomplish their goals. The Management program attempts to develop an understanding of the importance and diversity of the field of management.

Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Program Advisement:

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Administrative Assistant:

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	V.M.
David Adams	2266
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Program Description

The Management program offers students the opportunity to develop an understanding of the importance and diversity of the field of management. Students gain the skills and knowledge to effectively plan, organize, direct, and control multiple resources such as capital, labor, and materials in a management setting. Corporate organizations through small business organizations are analyzed so that students may apply the concepts learned in the program.

Students must receive a minimum grade of “C” or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.

Distinctive Features

The Management program is distinctively an evening-oriented program. While several of the management classes are offered during the day and online, most of the management students attend during the evening.

Career Options

- Branch Manager
- Department Manager
- First-line Supervisor
- Office Manager
- Plant Manager
- Project Manager
- Shift Supervisor
- Small Business Owner/Manager

Certificate Programs

Management

The following courses, 30 to 34 units, are required for the Management certificate. Students who successfully complete the certificate requirements may apply for entry-level positions in supervision or management, or may apply their knowledge and skills as an entrepreneur.

A maximum of 6 pass/no pass units will be accepted for a Management certificate. A minimum of 9 units of certificate course work must be completed at AVC. (Credit earned by examination will not be included in these 9 units.)

Required Courses: units

ACCT 111, Bookkeeping or ACCT 201, Financial Accounting	3-4
BUS 101, Intro. to Business	3
BUS 105, Business Mathematics or MATH 125, Math for Business and Economics or MATH 140, Precalculus	3-5
BUS 113, Business Communications	3
BUS 201, Business Law	3
CA 103, Intro. to Microcomputers or CA 221, Computer Concepts and Applications in Business or CIS 101, Intro. to Computer Info. Science	3-4
MGT 101, Management Principles or MGT 105, Elements of Supervision	3
MGT 115, Human Behavior in Organizations	3

MGT 121, Human Resources Management	3
Program Elective	<u>3</u>
Total	30-34

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

Program Electives: units

Select three units from the following program electives:

ACCT 121, Microcomputer Accounting	2
ACCT 199, Occupational Work Experience	1-8
BUS 199, Occupational Work Experience	1-8
CA 103, Intro. to Microcomputers	3
CA 111, Word Processing - Microsoft Word	3
CA 121, Microcomputer Spreadsheets	3
CA 199, Occupational Work Experience	1-8
MGT 201, Small Business Management	3
MGT 199, Occupational Work Experience	1-8
MKTG 101, Principles of Marketing	3
MKTG 199, Occupational Work Experience	1-8
OT 199, Occupational Work Experience	1-8
RE 161, Property Management	3

NOTE: Substitutions, with prior permission, may be made for certain courses that may not be offered in the two-year period.

Small Business Management

The following courses, 33-37 units, are required for the Small Business Management certificate. Students who successfully complete the certificate requirements may apply for entry-level positions in supervision or management, or may apply their knowledge and skills as an entrepreneur.

A maximum of 6 pass/no pass units will be accepted for a Management certificate. A minimum of 9 units of certificate course work must be completed at AVC. (Credit earned by examination will not be included in these 9 units.)

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Required Courses: units

ACCT 111, Bookkeeping or ACCT 201, Financial Accounting	3-4
BUS 101, Intro. to Business	3
BUS 105, Business Mathematics or MATH 125, Math for Business and Economics or MATH 140, Precalculus	3-5
BUS 113, Business Communications	3
BUS 201, Business Law	3
CA 103, Intro. to Microcomputers or CA 221, Computer Concepts and Applications in Business or CIS 101, Intro. to Computer Info. Science	3-4
MGT 101, Management Principles or MGT 105, Elements of Supervision	3
MGT 201, Small Business Management	3
MKTG 101, Principles of Marketing	3
MKTG 112, Intro. to Advertising or MKTG 121, Salesmanship	3
Program Elective	<u>3</u>
Total	33-37

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

Program Electives: units

Select three units from the following program electives.

ACCT 121, Microcomputer Accounting	2
ACCT 199, Occupational Work Experience	1-8
BUS 199, Occupational Work Experience	1-8
CA 103, Introduction to Microcomputers	3
CA 121, Microcomputer Spreadsheets	3
CA 199, Occupational Work Experience	1-8
MGT 101, Management Principles	3
MGT 105, Elements of Supervision	3
MGT 199, Occupational Work Experience	1-4
MKTG 112, Introduction to Advertising	3
MKTG 121, Salesmanship	3
MKTG 199, Occupational Work Experience	1-8
OT 199, Occupational Work Experience	1-8
RE 161, Property Management	3

TRANSFER STUDENTS:

Students planning to transfer to a four-year institution are strongly advised to follow the Business Administration degree listed in the Business section of this catalog.

Associate Degree

Management

The requirements for an associate degree in Management may be satisfied by completing the Management certificate, 21 units of general education requirements, and sufficient elective credits to total 60-64 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability in several fields. They are well prepared for promotional opportunities such as branch manager, department manager, first-line supervisor, office manager, plant manager, project manager, shift supervisor, and small business owner/manager. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, the culture, and the society in which they live, with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

Recommended Plan of Study

First Semester units

BUS 101, Intro. to Business	3
BUS 105, Business Mathematics or MATH 125, Math for Business and Economics or MATH 140, Precalculus	3-5
CA 103, Intro. to Microcomputers or CA 221, Computer Concepts and Applications in Business or CIS 101, Intro. to Computer Info. Science	3-4
Course from GE requirement Area B	3
Course from GE requirement Area D1	<u>3</u>
Total	15-18

Second Semester units

ACCT 111, Bookkeeping or ACCT 201, Financial Accounting	3-4
BUS 113, Business Communication	3
MGT 101, Management Principles or MGT 105, Elements of Supervision	3
Course from GE requirement Area C	3
Elective	<u>3</u>
Total	15-16

Third Semester units

BUS 201, Business Law	3
MGT 115, Human Behavior in Organizations	3
Course from GE requirement Area D2	3
Course from GE requirement Area E	3
Elective	<u>3</u>
Total	15

Fourth Semester units

MGT 121, Human Resources Management	3
Course from GE requirement Area A	3
Course from GE requirement Area F (MGT 212 recommended)	3
Program Elective	<u>6</u>
Total	15

Degree Total 60-64

Program Electives:

Please refer to the Program Electives listed under the certificate program.

Small Business Management

The requirements for an associate degree in Small Business Management may be satisfied by completing the Small Business Management certificate, 21 units of general education requirements, and sufficient elective credits to total 60-64 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability in several fields. They are well prepared for promotional opportunities such as branch manager, department manager, first-line supervisor, office manager, plant manager, project manager, shift supervisor, and small business owner/manager. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment,

the culture, and the society in which they live, with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

Recommended Plan of Study

First Semester	units
BUS 101, Intro. to Business	3
BUS 105, Business Mathematics or MATH 125, Math for Business and Economics or MATH 140, Precalculus	3-5
CA 103, Intro. to Microcomputers or CA 221, Computer Concepts and Applications in Business or CIS 101, Intro. to Computer Info. Science	3-4
Course from GE requirement Area B	3
Course from GE requirement Area D1	3
Total	15-18

Second Semester	units
ACCT 111, Bookkeeping or ACCT 201, Financial Accounting	3-4
BUS 113, Business Communications	3
MGT 101, Management Principles or MGT 105, Elements of Supervision	3
Course from GE requirement Area C	3
Elective	3
Total	15-16

Third Semester	units
MGT 201, Small Business Mgt.	3
MKTG 101, Principles of Marketing	3
Course from GE requirement Area D2	3
Course from GE requirement Area E	3
Elective	3
Total	15

Fourth Semester	units
BUS 201, Business Law	3
MKTG 112, Intro. to Advertising or MKTG 121, Salesmanship	3
Course from GE requirement Area A	3
Course from GE requirement Area F (MGT 212 recommended)	3
Program Elective	3
Total	15

Degree Total 60-64

Program Electives:

Please refer to the Program Electives listed under the certificate program.

Transfer

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: www.assist.org

Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

Management Courses

MGT 101 *MANAGEMENT PRINCIPLES

3 units

3 hours weekly

Advisory: Eligibility for ENGL 099, READ 099 and MATH 060.

This course is designed for managers as well as those who work for managers. It includes an analysis of the principles and theories of management and organizational behavior. Topics of study include managerial functions of planning, organizing, leading, and controlling; managerial processes of decision-making, leadership, motivation, and communication; ethics; diversity and team management; operations management; and the global business environment. (CSU, AVC)

MGT 105 *ELEMENTS OF SUPERVISION

3 units

3 hours weekly

Advisory: Eligibility for ENGL 099 and READ 099.

Introductory course presenting the overall responsibilities of a supervisor in industry, services, business, and government. Topics to be covered include organization, duties, communication, planning, human relations, training, evaluation, and motivation. (CSU, AVC)

MGT 115 *HUMAN BEHAVIOR IN ORGANIZATIONS

3 units

3 hours weekly

Advisory: Completion of MGT 101, and Eligibility for ENGL 099 and READ 099.

Designed for students interested in understanding the dynamics of the impact of human behavior in the workplace. Introduction to the major concepts of the behavioral sciences and applications for managing people in organizations. Topics include: perception, motivation, communication, conflict, leadership, diversity and group dynamics. Emphasis is placed on practical problem-solving through applications of theories and principles. (CSU, AVC)

MGT 121 *HUMAN RESOURCES MANAGEMENT

3 units

3 hours weekly

Advisory: Completion of MGT 101, and Eligibility for ENGL 099, READ 099 and MATH 070.

This course introduces the principles and methods related to effective and efficient utilization of human resources in organizations. Understanding human resources processes including the recruitment, selection, and placement of employees with regard to their knowledge, skills, and abilities is discussed. Other areas of human resources processes covered include compensation, labor relations, organizational development, and legal issues. Discussions, illustrations,

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practical exercises, and case studies are used to develop effective techniques in dealing with human resources situations. (CSU, AVC)

MGT 199 *OCCUPATIONAL WORK EXPERIENCE

1–8 units
hours vary

Prerequisite: *To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. PRIOR TO ENROLLING, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.*

Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) **(R3)**

MGT 201 *SMALL BUSINESS MANAGEMENT

3 units
3 hours weekly

Advisory: *Completion of MGT 101, and Eligibility for ENGL 099, READ 099 and MATH 070.*

This course is designed for business students and other individuals interested in entrepreneurship in the new millennium. An analysis will be made of opportunities, challenges, and pitfalls associated with starting and/or managing small independently-owned firms. Students will obtain a practical viewpoint of the management functions of planning, organizing, financing, and controlling a new or on-going organization. The responsibilities related to such topics as human resource planning, location selection, operations management, purchasing, customer relations, and budgeting/accounting will be covered. (CSU, AVC)

MGT 212 *MANAGERIAL RESPONSIBILITIES TO MINORITIES AND SPECIAL GROUPS

3 units
3 hours weekly

Advisory: *Eligibility for ENGL 099 and READ 099.*

This course is designed to identify and compare changes in the traditional American "corporate culture." Students will study the special management problems that organizations encounter in employing minorities and other special groups such as women, older workers, the disabled, and veterans. Topics will include personnel selection and placement, training, motivation, morale, the concept of cultural deprivation, the impact of racism and sexism on employment, and the interface between the white and minority worker in organizational settings. Current statutory and case law and administrative agency requirements will also be covered. (CSU, AVC)