

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

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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

(Some of these careers may require education beyond the two-year college level.)

Program Learning Outcomes

Management

1. Understand and apply ethics in an organizational environment to effectively operate as an entrepreneur or manager within a global economy in the private or public sector.
2. Prepare and analyze basic financial statements, financial ratios, and tax forms to assess opportunities and risks for the purpose of formulating and implementing business strategies.
3. Analyze human capital needs and apply leadership principles, motivation techniques, and employment law to achieve a competent and effective workforce.
4. Demonstrate written, verbal, and nonverbal communication skills required for the workplace, including the effective use of appropriate technologies, written reports, and formal presentations.
5. Develop skills in business analysis and critical thinking by formulating strategies reflective of the strengths, weaknesses, opportunities, and threats facing contemporary businesses.

Small Business Management

1. Understand and apply ethics in an organizational environment to effectively operate as an entrepreneur or manager within a global economy in the private or public sector.
2. Prepare and analyze basic financial statements, financial ratios, and tax forms to assess opportunities and risks for the purpose of formulating and implementing business strategies.
3. Analyze human capital needs and apply leadership principles, motivation techniques, and employment law to achieve a competent and effective workforce.
4. Demonstrate written, verbal, and nonverbal communication skills required for the workplace, including the effective use of appropriate technologies, written reports, and formal presentations.
5. Distinguish differences among the formal business structures and determine preferred business structure to complement today's economy and personal abilities.

Certificate Programs

Management

This certificate requires 30-33 units. Students earning a Management Certificate will have developed management, leadership, and motivational skills. 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.

| Required Courses: | units |
|---|--------------|
| ACCT 111, Bookkeeping <i>or</i> | |
| ACCT 201, Financial Accounting | 3-4 |
| BUS 101, Intro. to Business | 3 |
| BUS 105, Business Mathematics <i>or</i> MATH 124, Finite Math | |
| <i>or</i> MATH 140, Precalculus | 3-5 |
| BUS 113, Business Communications | 3 |
| BUS 201, Business Law | 3 |
| CA 103, Intro. to Computers and Dig. Tech. <i>or</i> | |
| CIS 101, Intro. to Computer Info. Science | 3-4 |
| MGT 101, Management Principles <i>or</i> | |
| 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 | 30-33 |

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 Computers and Dig. Tech. | 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 to 36 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.

| Required Courses: | units |
|---|--------------|
| ACCT 111, Bookkeeping <i>or</i> | |
| ACCT 201, Financial Accounting | 3-4 |
| BUS 101, Intro. to Business | 3 |
| BUS 105, Business Mathematics <i>or</i> MATH 124, Finite Math | |
| <i>or</i> MATH 140, Precalculus | 3-5 |
| BUS 113, Business Communications | 3 |
| BUS 201, Business Law | 3 |
| CA 103, Intro. to Computers and Dig. Tech. <i>or</i> | |
| CIS 101, Intro. to Computer Info. Science | 3 |
| MGT 101, Management Principles <i>or</i> | |
| MGT 105, Elements of Supervision | 3 |
| MGT 201, Small Business Management | 3 |
| MKTG 101, Principles of Marketing | 3 |
| MKTG 112, Intro. to Advertising <i>or</i> | |
| MKTG 121, Salesmanship | 3 |
| Program Elective | <u>3</u> |
| Total | 33-36 |

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 3 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 Computers and Dig. Tech. | 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 |

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 units. (See Graduation/Associate Degree Requirements.)

This program is designed for students who wish to progress to positions of responsibility and management in business and/or those desiring to start their own business. Its strong management focus provides the knowledge and skills needed by managers in a wide variety of organizations. Students who complete the associate degree are well-prepared for employment 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 <i>or</i> MATH 124, Finite Math <i>or</i> MATH 140, Precalculus | 3-5 |
| CA 103, Intro. to Computers and Dig. Tech. <i>or</i> 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 <i>or</i> ACCT 201, Financial Accounting | 3-4 |
| BUS 113, Business Communication | 3 |
| MGT 101, Management Principles <i>or</i> 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>3</u> |
| Total | 12 |

Degree Total 60

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 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 <i>or</i> MATH 124, Finite Math <i>or</i> MATH 140, Precalculus | 3-5 |
| CA 103, Intro. to Computers and Dig. Tech. <i>or</i> CIS 101, Intro. to Computer Info. Science | 3-3 |
| Course from GE requirement Area B | 3 |
| Course from GE requirement Area D1 | <u>3</u> |
| Total | 15-17 |
| | |
| Second Semester | units |
| ACCT 111, Bookkeeping <i>or</i> ACCT 201, Financial Accounting | 3-4 |
| BUS 113, Business Communications | 3 |
| MGT 101, Management Principles <i>or</i> MGT 105, Elements of Supervision | 3 |
| Course from GE requirement Area C | 3 |
| Elective | <u>3</u> |
| 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 | |

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 065. 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.

This course is designed for students interested in understanding the dynamics of the impact of human behavior in the workplace. This course includes an 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 application 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, 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 *LEGAL ISSUES AND DIVERSITY IN HUMAN RESOURCES MANAGEMENT

3 units

3 hours weekly

Advisory: *Completion of MGT 121, Eligibility for ENGL 099 and READ 099.*

This course examines employment and labor issues that affect the American workplace. Students will study the special management issues that organizations encounter in employing and providing equal employment opportunity for applicants and employees, particularly protected groups such as, but not limited to, women, minorities, older workers, the disabled, and veterans. Topics will include best practices in handling recruitment and selection, avoiding employment-related litigation, maintaining an equitable workplace, dealing with federal and state fair employment and practices agencies, and promoting a productive relationship between union and non-union employees. Current legislation, case law, and administrative agency rules and regulations will be covered. (CSU, AVC)