

## 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.

### Dean:

Laureano Flores ext. 6327

### Administrative Assistant:

Jana Crawford ext. 6327

### Clerical Assistant III:

Leyla Barber ext. 6327

### Department Chair:

Kathy Osburn ext. 6898

### Faculty:

David Adams ext. 6901

Kathy Osburn ext. 6898

### Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

V.M.

Violet Christopher 2965

Chris Hamilton 2511

Mardel Harrington 2952

Chuck Kokoska 2284

Leanna Vendro 2479

## 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.)

## Certificate Programs

Certificate not applicable. See General Business, Management concentration.

## Associate Degree

Associate degree not applicable. See General Business, Management concentration.

## Transfer

Students planning to transfer to a four-year college or university after AVC are strongly advised to follow the Business Administration for Transfer degree and 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](http://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 100A, 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 115 \*HUMAN BEHAVIOR IN ORGANIZATIONS**

*3 units*

*3 hours weekly*

**Advisory:** Completion of MGT 101, and Eligibility for ENGL 100A 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 100A, 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 100A, 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)