

## 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.

### Staff

Please dial (661) 722-6300, then the 4 digit extension.

#### Division:

Nate Dillon, Dean	x.6275
Casey Farris, Administrative Assistant	x.6482
Bettie Negrete, Clerical Assistant III	x.6482
Kent Moser, Department Chair	x.6175

#### Faculty:

David Adams	x.6901
Kent Moser	x.6175

#### Adjunct Faculty:

Violet Christopher	2965
Mardel Harrington	2952

## Career Options

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

(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 [www.assist.org](http://www.assist.org).

## Prerequisite Completion

All prerequisite courses 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

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.

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

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.*

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)