

Area: Computer Science and Information Technology
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Degrees: A.A. - Management
 A.A. - Modern Management
 Certificates: Management
 Modern Management
 Introduction to Leadership in Action
 Leadership in Action: Psychology and Team Facilitation
 Leadership in Action: Systems Thinking
 Leadership in Action: Theory of Knowledge/Prediction
 Leadership in Action: Variation and Statistics

Management Degree

This program is intended for those who wish to progress to positions of responsibility in their respective industry. Its strong management focus provides the knowledge and skills needed to progress into management positions. Topics include management communication, human resources, organizational behavior, diversity management, and business computer applications.

<u>Requirements for Degree</u>	<u>33-34 Units</u>
ACCT 101 Fundamentals of College Accounting (3) 3 - 4 or ACCT 301 Financial Accounting (4)	
BUS 110 Business Economics (3) 3 or ECON 302 Principles of Macroeconomics (3)	
BUS 300 Introduction to Business 3	
BUS 310 Business Communications (3) 3 or MGMT 360 Management Communication (3)	
BUS 330 Managing Diversity in the Workplace 3	
BUS 340 Business Law 3	
MGMT 300 Introduction to Modern Management (3) 3 or MGMT 362 Techniques of Management (3) or MGMT 304 Introduction to Management Functions (3)	
MGMT 372 Human Relations and Organizational Behavior 3	
And a minimum of 3 units from the following: 3	
BUSTEC 305 Introduction to Office Technology (1)	
BUSTEC 310 Introduction to Word/Information Processing (1 - 3)	
CISA 305 Beginning Word Processing (2)	
CISA 315 Introduction to Electronic Spreadsheets (2)	
CISA 340 Presentation Graphics (2)	
And a minimum of 6 units from the following: 6	
BUS 210 The Business Plan (1)	
BUS 212 Marketing for Small Businesses (1)	
BUS 214 Financing a Small Business (1)	
BUS 216 Essential Records for the Small Business (1)	
BUS 218 Management Skills for the Small Business (1)	
BUS 220 Retailing and Merchandising for the Small Business (1)	
BUS 350 Small Business Management/Entrepreneurship (3)	
MKT 300 Principles of Marketing (3)	
Any management course	

Associate Degree Requirements: The Management Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

Management Certificate

This program is designed for those who wish to progress from entry-level positions in management and related areas. Topics include human resources, business law, management communication, and organizational behavior.

<u>Requirements for Certificate</u>	<u>24 Units</u>
BUS 300 Introduction to Business 3	
MGMT 304 Introduction to Management Functions 3	
MGMT 308 Personnel and Human Resources Management 3	
MGMT 360 Management Communication 3	
MGMT 372 Human Relations and Organizational Behavior 3	
And a minimum of 3 units from the following: 3	
CISC 300 Computer Familiarization (1)	
One or more CISA course	
And a minimum of 6 units from the following: 6	
ACCT 101 Fundamentals of College Accounting (3) or ACCT 103 Intermediate Accounting - Part I (3)	
BUS 105 Business Mathematics (3)	
BUS 210 The Business Plan (1)	
BUS 212 Marketing for Small Businesses (1)	
BUS 214 Financing a Small Business (1)	
BUS 216 Essential Records for the Small Business (1)	
BUS 218 Management Skills for the Small Business (1)	
BUS 220 Retailing and Merchandising for the Small Business (1)	
BUS 330 Managing Diversity in the Workplace (3)	
BUS 340 Business Law (3)	
BUS 350 Small Business Management/Entrepreneurship (3)	
ECON 302 Principles of Macroeconomics (3) or BUS 110 Business Economics (3)	
MGMT 174 Social Responsibility and Ethics in Management (3)	
MGMT 300 Introduction to Modern Management (3)	
MGMT 362 Techniques of Management (3)	
MKT 310 Selling Professionally (3)	

Modern Management Degree

The Modern Management degree program centers around the management functions essential to building world class organizations in today's diverse and complex environments. The focus of the program is customer service and includes the elements of effective planning, systems design, development, measurement and improvement, statistical analysis, teamwork and leadership. It includes the study of physics, statistics, ethics, business communications, accounting principles, organizational psychology and the fundamental of personnel management.

<u>Requirements for Degree</u>	<u>37-38 Units</u>
ACCT 101 Fundamentals of College Accounting (3) 3 - 4 or ACCT 301 Financial Accounting (4)	
BUS 110 Business Economics (3) 3 or ECON 302 Principles of Macroeconomics (3)	
MGMT 300 Introduction to Modern Management 3	
MGMT 320 Modern Management: Variation and Statistics I 3	
MGMT 330 Teams and Team Facilitation 3	
MGMT 340 Management and Systems Thinking I 3	
MGMT 350 Organizational Learning: Theory of Knowledge 3	

MGMT 360	Management Communication (3)	3
or BUS 310	Business Communications (3)	
PHIL 310	Introduction to Ethics	3
PHYS 310	Conceptual Physics	3
PSYC 383	Introduction to Organizational Psychology	3
STAT 301	Introduction to Probability and Statistics	3
And a minimum of 1 unit from the following:		1
BUSTEC 300	Beginning Keyboarding/Applications (1 - 3)	

Associate Degree Requirements: The Modern Management Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

Modern Management Certificate

The Modern Management certificate focuses on the management functions essential to building world class organizations in today's diverse and complex environments. This certificate focuses on the process of customer satisfaction with emphasis on the development of effective planning, systems design, statistical analysis, teamwork and leadership. It includes the study of physics, statistics, ethics, and organizational psychology.

<u>Requirements for Certificate</u>		<u>27 Units</u>
MGMT 300	Introduction to Modern Management	3
MGMT 320	Modern Management: Variation and Statistics I	3
MGMT 330	Teams and Team Facilitation	3
MGMT 340	Management and Systems Thinking I	3
MGMT 350	Organizational Learning: Theory of Knowledge	3
PHIL 310	Introduction to Ethics	3
PHYS 310	Conceptual Physics	3
PSYC 383	Introduction to Organizational Psychology	3
STAT 301	Introduction to Probability and Statistics	3

Introduction to Leadership in Action Certificate

The Introduction to Leadership in Action certificate focuses on the leadership and management functions essential to building world class organizations in today's diverse and complex environments. It also addresses customer satisfaction with emphasis on the development of effective planning, systems design, statistical analysis, teamwork and leadership.

<u>Requirements for Certificate</u>		<u>15 Units</u>
MGMT 300	Introduction to Modern Management	3
MGMT 320	Modern Management: Variation and Statistics I	3
MGMT 330	Teams and Team Facilitation	3
MGMT 340	Management and Systems Thinking I	3
MGMT 350	Organizational Learning: Theory of Knowledge	3

Leadership in Action: Psychology and Team Facilitation Certificate

The Leadership in Action: Psychology and Team Facilitation certificate centers around the elements of human psychology as it relates to organizational groups, work teams and self-managed teams. It provides a framework of individual self-study as it relates to interacting with others. Furthermore, it includes the design, development and implementation of high performance teams to maximize organizational success.

<u>Requirements for Certificate</u>		<u>9 Units</u>
MGMT 300	Introduction to Modern Management	3
MGMT 330	Teams and Team Facilitation	3
PSYC 383	Introduction to Organizational Psychology	3

Leadership in Action: Systems Thinking Certificate

The Leadership in Action: Systems Thinking certificate focuses on the holistic nature of life and examines organizations from this foundational perspective. It centers on the design, implementation and measurement of systems that carry out predefined actions as a result of anticipated events, identifies the nature of imperfect implementation technology and describes how system limitations complicate organizational progress.

<u>Requirements for Certificate</u>		<u>9 Units</u>
MGMT 300	Introduction to Modern Management	3
MGMT 340	Management and Systems Thinking I	3
PHYS 310	Conceptual Physics	3

Leadership in Action: Theory of Knowledge/Prediction Certificate

The Leadership in Action: Theory of Knowledge/Prediction certificate centers on the basic business systems and the practical application of the tools of systems thinking. It focuses on the principles of Profound Knowledge as it relates to the planning processes of organizations, the manager's ability to design and implement effective systems to the prediction of the strategic plans and the measurement of the output and outcomes on overall effectiveness.

<u>Requirements for Certificate</u>		<u>9 Units</u>
MGMT 300	Introduction to Modern Management	3
MGMT 350	Organizational Learning: Theory of Knowledge	3
PHIL 315	Ethics and Morals in Business	3

Leadership in Action: Variation and Statistics Certificate

The Leadership in Action: Variation and Statistics certificate centers on the importance of statistical knowledge of variation, variation patterns and the methodology and use of statistical tools to assist managers with the measurement and improvement of organizational processes. It emphasizes the practical application of statistical tools in the workplace.

<u>Requirements for Certificate</u>		<u>9 Units</u>
MGMT 300	Introduction to Modern Management	3
MGMT 320	Modern Management: Variation and Statistics I	3
STAT 301	Introduction to Probability and Statistics	3

**MGMT 120 Self-Leadership for Personal Excellence,
Module A 1 Unit**

Hours: 18 hours LEC

This course is designed as an introduction for those who are interested in examining the practical application of self-leadership tools. It explores introductory concepts in the areas of the sources of leadership, external and personal factors, the impact of beliefs, the power of self-rewards, imagination and creativity. This course emphasizes the connection between effective self-leadership and effective leadership of others.

**MGMT 121 Self-Leadership for Personal Excellence,
Module B 1 Unit**

Hours: 18 hours LEC

This course is designed as a continuation for those who are interested in examining the practical application of self-leadership tools. It expands the areas of the sources of leadership, external and personal factors, the impact of beliefs, the power of self-rewards, imagination and creativity, and introduces the concepts of team self-leadership, and the application of tools to empower change. This course emphasizes the connection between effective self-leadership and effective leadership of others.

**MGMT 122 Self-Leadership for Personal Excellence,
Module C 1 Unit**

Hours: 18 hours LEC

This course is the last in a series of courses designed for those who are interested in examining the practical application of self-leadership tools. It further explores the areas of the sources of leadership, external and personal factors, the impact of beliefs, the power of self-rewards, imagination and creativity, team self-leadership, and the application of tools to empower change. This course will validate and reinforce the need for individuals to assist attendees in applying the examined principles to influence their own life and career. This course emphasizes the connection between effective self-leadership and effective leadership of others.

**MGMT 142 Project Management Techniques and
Software 3 Units**

Same As: CISA 160

Advisory: ENGWR 102 or 103, and ENGRD 116; or ESLR 320 and ESLW 320; CISC 300

Hours: 54 hours LEC

This is an introductory course covering the responsibilities of a project manager. It includes the knowledge needed to manage a project, control costs and schedule resources. It will also introduce the use of project management software to track project resources, tasks and milestones. Not open to students who have taken CISA 160.

**MGMT 174 Social Responsibility and Ethics in
Management 3 Units**

Corequisite: MGMT 300

General Education: AA/AS Area V(b)

Hours: 54 hours LEC

This course examines the new ethical climate, the problems which need to be confronted and analyzed; and the role integrity plays in the survival and productivity of American organizations in both the private and public sectors. Course work and studies will incorporate daily news events as well as text materials.

MGMT 294 Topics in Management .5-5 Units

Prerequisite: To be determined with each topic.

Hours: 90 hours LEC; 125 hours LAB

This is an individualized course developed in cooperation with industry and/or government to meet specialized training needs.

MGMT 300 Introduction to Modern Management 3 Units

Advisory: ENGWR 102 or ENGWR 103 and ENGRD 116 or ESLR 320 and ESLW 320.

Course Transferable to CSU

Hours: 54 hours LEC

This course examines the underlying principles and practices of modern management, and how both individuals and organizations can implement them. Such concepts as Continuous Process Improvement, Total Quality Management, and Customer Focused Management are presented.

MGMT 304 Introduction to Management Functions 3 Units

Advisory: ENGWR 102 or ENGWR 103 and ENGRD 116, or ESLR 320 and ESLW 320 or placement through assessment.

Course Transferable to CSU

Hours: 54 hours LEC

This is a basic course in management that introduces a variety of modern management concepts. This course includes the basic management functions of planning, organization, staffing, leadership and control. In addition, such concepts as team development, communication, business ethics, and global management perspectives will be discussed.

**MGMT 308 Personnel and Human Resources
Management 3 Units**

Course Transferable to CSU

Hours: 54 hours LEC

This course is an introduction to the complex study and analysis of such areas as civil rights, labor law, the "Human Resources" organization and various management theories currently found in both public and private sector organizations.

**MGMT 320 Modern Management: Variation and
Statistics I 3 Units**

Prerequisite: MGMT 300.

Course Transferable to CSU

Hours: 54 hours LEC

This course continues the extension of the basic business statistical knowledge introduced in MGMT 300, with a focus on understanding variation, variation patterns, and how statistical tools can be used to improve existing processes. It also focuses on the support and use of Statistical Process Control (SPC). Emphasis is placed on the immediate application of the tools to the workplace, emphasizing administrative, white collar environments. Course requires team participation.

MGMT 330 Teams and Team Facilitation 3 Units

Prerequisite: MGMT 300.

Course Transferable to CSU

Hours: 54 hours LEC

This course continues the expansion of the basic business knowledge of teams introduced in MGMT 300. It focuses on practical application of the knowledge and tools of metalinguistics and individual/group psychological character. Emphasis is placed on the immediate application of the tools to the work place, emphasizing administrative, white collar environments. Course requires team participation outside of class.

MGMT 340 Management and Systems Thinking I **3 Units**

Prerequisite: MGMT 300.

Course Transferable to CSU

Hours: 54 hours LEC

This course focuses on the extension of the basic business knowledge of systems. It is based on practical application of the knowledge and tools of Systems Thinking. Essential Process Analysis/Synthesis is used as the tool for appraising and revising the design and delivery of administrative and service products offerings. Emphasis is also placed on the tools of Fuzzy Thinking, and the theory of Living Systems in the workplace. The need to recognize/counter the main obstacle to systems change, fear, is also closely examined. Course requires team participation outside of class.

MGMT 350 Organizational Learning: Theory of Knowledge **3 Units**

Prerequisite: MGMT 300.

Course Transferable to CSU

Hours: 54 hours LEC

This course continues the study of "Profound Knowledge", as described by Dr. W. Edwards Deming. It focuses on the Theory of Knowledge, customer service, and organization leadership based on integrity. It emphasizes basic team formation/member psychology and the total quality impact in society, the organization, the team, and individual lives.

MGMT 351 Modern Management: Theory of Knowledge II: Organizational Implementation **3 Units**

Prerequisite: MGMT 300.

Course Transferable to CSU

Hours: 54 hours LEC

This class continues the expansion of the attendees understanding and ability to utilize the concept of "Profound Knowledge" as described by Dr. W. Edwards Deming. The class focuses of the Theory of Knowledge (the ability to make accurate predictions of system activity), the formation of the "New Leadership" in executive teams, and the importance of developing an internal education/training effort using the newest principles of Action Learning as practiced by many Fortune 500 companies.

MGMT 360 Management Communication **3 Units**

Advisory: BUS 110, ENGWR 102, or ENGWR 103, and ENGRD 116; or ESLR 320 and ESLW 320

General Education: AA/AS Area II(b)

Course Transferable to CSU

Hours: 54 hours LEC

This course provides skill training in coping with communication problems in organizations. It includes the study of the communication process, the analysis of the barriers to effective oral and written communication, and the development of guidelines to improve interpersonal relations within an organization through the effective methods of communication.

MGMT 362 Techniques of Management **3 Units**

Advisory: ENGWR 102 or ENGWR 103 and ENGRD 116; or ESLR 320 and ESLW 320; or placement through assessment.

Course Transferable to CSU

Hours: 54 hours LEC

This course is designed for supervisors and other entry level managers as well as those entering mid-management positions. It focuses on primary management functions of planning, organizing, controlling, and leading. Related skills such as time management, cost control, performance evaluation, motivation, communication techniques, and the social responsibility of managers are also emphasized. The course provides a clear understanding of management tasks as well as skill development in essential management activities.

MGMT 372 Human Relations and Organizational Behavior **3 Units**

Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 310 and ESLW 310.

Course Transferable to CSU

Hours: 54 hours LEC

This course emphasizes the psychology of human relations management. It covers human interaction principles that build confidence, competence and positive attitudes in work organizations. Topics include the basis for human behavior, perception, communication, motivation, performance improvement, group behavior, ethics and social responsibility.