

**Degrees:** A.A. - Management  
A.A. - Modern Management

**Certificates:** Management  
Modern Management  
Introduction to Modern Management  
Appreciation of Systems/Systems Thinking  
Psychology and Team Facilitation  
Theory of Knowledge/Prediction  
Variation and Statistics

**Area:** Business  
**Associate Vice President:**  
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## 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.

### Requirements for Degree Major 33-34 units

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
<i>And a minimum of 3 units from the following:</i>		
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)	
<i>And a minimum of 6 units from the following:</i>		
BUS 210	The Business Plan (1)	6
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.

### Requirements for Certificate 24 units

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
<i>And a minimum of 3 units from the following:</i>		
CISC 300	Computer Familiarization (1)	3
One or more CISA course		
<i>And a minimum of 6 units from the following:</i>		
ACCT 101	Fundamentals of College Accounting (3)	6
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

### Requirements for Degree Major 37-38 units

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 321	Modern Management: Variation and Statistics II	3
MGMT 330	Teams and Team Facilitation	3
MGMT 332	Team Development	3
MGMT 340	Management and Systems Thinking I	3
MGMT 341	Management and Systems Thinking II	3
MGMT 350	Organizational Learning: Theory of Knowledge	3
MGMT 351	Modern Management: Theory of Knowledge II: Organizational Implementation	3
MGMT 360	Management Communication (3)	3
or BUS 310	Business Communications (3)	
<i>And a minimum of 1 unit from the following:</i>		
BUSTEC 300	Beginning Keyboarding/Applications (1 - 3)	1

# Management

**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

Requirements for Certificate		27 Units
MGMT 300	Introduction to Modern Management	3
MGMT 320	Modern Management: Variation and Statistics I	3
MGMT 321	Modern Management: Variation and Statistics II	3
MGMT 330	Teams and Team Facilitation	3
MGMT 332	Team Development	3
MGMT 340	Management and Systems Thinking I	3
MGMT 341	Management and Systems Thinking II	3
MGMT 350	Organizational Learning: Theory of Knowledge	3
MGMT 351	Modern Management: Theory of Knowledge II: Organizational Implementation	3

## Introduction to Modern Management Certificate

Requirements for Certificate		15 units
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

## Appreciation of Systems/Systems Thinking Certificate

Requirements for Certificate		9 units
MGMT 300	Introduction to Modern Management	3
MGMT 340	Management and Systems Thinking I	3
MGMT 341	Management and Systems Thinking II	3

## Psychology and Team Facilitation Certificate

Requirements for Certificate		9 units
MGMT 300	Introduction to Modern Management	3
MGMT 330	Teams and Team Facilitation	3
MGMT 332	Team Development	3

## Theory of Knowledge/Prediction Certificate

Requirements for Certificate		9 units
MGMT 300	Introduction to Modern Management	3
MGMT 350	Organizational Learning: Theory of Knowledge	3
MGMT 351	Modern Management: Theory of Knowledge II: Organizational Implementation	3

## Variation and Statistics Certificate

Requirements for Certificate		9 units
MGMT 300	Introduction to Modern Management	3
MGMT 320	Modern Management: Variation and Statistics I	3
MGMT 321	Modern Management: Variation and Statistics II	3

## MGMT 100 Management of Change 3 Units

*Formerly: MGMT 61*

*Prerequisite: None*

*Hours: 54 hours LEC*

This course focuses on the development of effective management response to organizational change. Emphasis is placed on identifying how change affects the lives of organizational members and synthesizing the proper response to reduce stress at all levels. How to facilitate change in an organization and its effect on personal change and growth are explored.

## MGMT 102 Management of Conflicts/IBA 1 Unit

*Formerly: MGMT 62*

*Prerequisite: None*

*Hours: 18 hours LEC*

This course focuses on the development of skills of dealing with differences and finding ways of reaching mutual agreements amicably. It is based on the work of the Harvard Negotiation Project on improving skills in conflict resolution and agreement making by separating the people from the problem. It is about win-win negotiations, adding a process to address issues in relationships. This course teaches attendees multipurpose process to foster good relationships and better communications.

## MGMT 110 Preparing to Join a Team 1 Unit

*Prerequisite: None*

*Hours: 18 hours LEC*

This course introduces individuals who have had prior working experience in areas that were individual based, and individuals who have not had work experience to team membership. It focuses on team membership, team development processes, ones learning styles, and ones contribution to the development of a team.

## MGMT 111 Skills for Team Members 1 Unit

*Prerequisite: None*

*Hours: 18 hours LEC*

This course introduces individuals who have had prior working experience in areas that were individual based, and individuals who have not had work experience to team development. Topics include beginning stages of team development, team mechanics, and group dynamics of an effective team.

## MGMT 112 Adapting to the Team Workplace 1 Unit

*Prerequisite: None*

*Hours: 18 hours LEC*

This course introduces individuals who have had prior working experience in areas that were individual based, and people who have not had work experience to the team workplace. They will learn how to measure the team's performance level, experience the team development stages and develop and use planning and participation tools for teams. Topics will include: how to measure a team performance level, team developmental stage, planning and participation stage, planning and participation stages for teams in a classroom-lab-setting.

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

*Formerly: MGMT 67A*

*Prerequisite: None*

*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**

Formerly: MGMT 67B

Prerequisite: None

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**

Formerly: MGMT 67C

Prerequisite: None

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 130 Applying Quality Tools 1-3 Units**

Formerly: MGMT 70

Prerequisite: None

Hours: 18-54 hours LEC

This course is designed for those interested in examining the practical application of quality principles. It explores the areas of quality concepts, customer focus, tools and techniques, and the process. This course sets the foundation of a learning organization and provides training that will enable individuals to turn their organizations into an empowered group of motivated, educated, and committed leaders.

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

Same As: CISA 160.

Prerequisite: None

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**

Formerly: MGMT 87

Prerequisite: None

Corequisite: MGMT 300.

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. AA/AS area 3C

**MGMT 294 Topics in Management .5-5 Units**

Prerequisite: To be determined with each topic.

Hours: 9-90 hours LEC; 27-125 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**

Formerly: MGMT 1

Prerequisite: None

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**

Formerly: MGMT 19

Prerequisite: None

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**

Prerequisite: None

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 321 Modern Management: Variation and Statistics II 3 Units**

Prerequisite: MGMT 300.

Course Transferable to CSU

Hours: 54 hours LEC

This course is the second in the series of two integrated courses in Modern Management on the application of the understanding and knowledge of variation and statistics. The class focuses on practical application of the knowledge and tools of the design-of-experiments (DOE) using the Taguchi methods and the Taguchi Loss Function in the development and design of administrative and service processes. Emphasis is placed on immediate application in the administrative/service environment. 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 332 Team Development 3 Units**

*Formerly: MGMT 4B*

*Prerequisite: MGMT 300.*

*Course Transferable to CSU*

*Hours: 54 hours LEC*

This course focuses on the extension of the basic business knowledge of teams, with a focus on practical application of the knowledge and tools of Neuro Linguistic Programming (NLP) and Human Dynamics approach to psychology to assist in the design and delivery of administrative and service products/offering. Emphasis is placed on the immediate application of the tools to the workplace, emphasizing administrative, white collar environments. Course requires team participation outside of class.

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

*Formerly: MGMT 5A*

*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 341 Management and Systems Thinking I 3 Units**

*Formerly: MGMT 5B*

*Prerequisite: MGMT 300.*

*Course Transferable to CSU*

*Hours: 54 hours LEC*

This course focuses on both individual and organizational system's changes that are essential if the quality model is to properly function. Expanding on the teachings of MGMT 300, especially the principals of Profound Knowledge (as set forward by Dr. W. Edwards Deming), the set expands the concept of human capabilities of systems members and demonstrates the need for the addition of Emotional Intelligence at Work, as an essential component of any system. The course will make extensive use of the Internet for understanding and sharing state-of-the-art systems thinking. Course requires team participation.

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

*Formerly: MGMT 6A*

*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**

*Formerly: MGMT 6B*

*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**

*Formerly: MGMT 21*

*Prerequisite: None*

*Advisory: BUS 100 or 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 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. AA/AS area 3D

## **MGMT 362 Techniques of Management 3 Units**

*Prerequisite: None*

*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**

*Formerly: MGMT 23*

*Prerequisite: None*

*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.