

MANAGEMENT

Program Description

This program generally prepares individuals to plan, organize, direct, and control the functions and processes of a firm or organization with an emphasis on people as the most important asset of a business. This program will prepare individuals seeking management positions to be better candidates for promotion, and those already in management positions to improve their management skills and effectiveness. This includes instruction in management practice and theory, human resources management and behavior, interpersonal communications in a business setting, marketing management, and business decision making.

Campus
MOV, NOR, RIV

Award Type
AS, S

Career Opportunities

- Administrator
- Chief Operations Officer
- Clerical Supervisor
- General Manager
- Operations Manager
- Retail Business Owner
- Small Business Advisor

Wages

	Annual	Hourly
Clerical Supervisor	\$47,400	\$22.78

Contact Information

Moreno Valley – (951) 571-6125
Norco – (951) 372-7067
Riverside – (951) 222-8551

BUSINESS ADMINISTRATION

AS521/CE521

MANAGEMENT CONCENTRATION Certificate Program

Major Core Requirements:

Required Courses (18 units)		Units
ACC-1A	Principles of Accounting I	3
BUS-10	Introduction to Business	3
BUS-18A	Business Law I	3
BUS-20	Business Mathematics	3
BUS-22	Management Communications	3
CIS-1A	Intro. to Computer Information Systems	3
or		
CIS/CAT3	Computer Applications for Working Professionals	3

Major Concentration Requirements 12

In addition to Business Administration Major Core Requirements of 18 units noted above, choose another 12 units from the Human Resources Concentration listed below:

Business Administration Major Core Requirements	18	
<u>Required for this concentration</u>	<u>3</u>	
MAG-44	Principles of Management	3
and		
Select another 9 units from the following:	9	
MAG-46	Contemporary Quality Systems Management	3
MAG/BUS-47	Applied Business and Management Ethics	3
MAG-53	Human Relations	3
MAG-56	Human Resources Management	3
MAG-60	Introduction to Hospitality Management	3
MAG-200	Work Experience	1-2-3-4
BUS-48	International Management	3

NOTE: Management is a concentration of the Business Administration program.

Accounting	Logistics Management
Banking and Finance	Management
Business	Marketing
Human Resources	Real Estate

NOTE: Students must complete all Business Administration Major Core Requirements and must complete Major Concentration Requirements (total of 30 units) in order to receive the Certificate in the Concentration area of their choice.

Associate in Science Degree

The Associate in Science degree in Business Administration with a Major Concentration will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog. Note: A student may obtain Certificates in Business Administration with Major Concentrations in more than one field of study.

