

# Management

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## Management

### Program Description

This program is designed to emphasize training to improve thought processes and to provide familiarity with the analytical tools of management, sound decision-making, and how to get things done through and with people. Also, this option is designed for initial employment upon graduation and for job advancement opportunities.

### Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement can be obtained by completing the 21-unit major. The Associate in Science Degree can be obtained by completing the 21-unit major, general education requirements, and electives. All courses for this major must be completed with a minimum grade of C or a P if the course is taken on a Pass/No Pass basis.

### Program Outcomes

Students who complete the Management Certificate of Achievement/ Associate Degree will be able to:

1. Demonstrate oral and written skills unique in the business community.
2. Apply leadership, ethical standards, and team building skills necessary for managerial positions in the 21st century.
3. Conduct a personal SWOT analysis for a future small business venture.
4. Design a comprehensive business plan for a future small business venture.
5. Demonstrate the ability to use technology in analyzing and solving business problems.
6. Use basic computation skills to analyze and solve business problems requiring the use of mathematics.

<b>REQUIRED COURSES</b> .....	<b>Units</b>
(listed in recommended sequence)	
BUS 005 Introduction to Business .....	3
MGMT 050 Principles of Management .....	3
MGMT 055 Management/Leadership Skills .....	3
MGMT 191 Human Relations .....	3
or	
MGMT 193 Human Resource Management .....	3
BUS 092 Business Communication .....	3
CIS 050 Microcomputer Applications .....	3
BUS 181 Business Mathematics .....	3
<b>Required Major Total Units</b> .....	<b>21</b>

<b>CSU General Education or IGETC Pattern units</b> .....	<b>37-39</b>
<b>Transferable Electives (as needed to reach 60 units)</b> ..	<b>0-2</b>
<b>Total Degree Units CSU GE or IGETC</b> .....	<b>60</b>
<b>Solano General Education</b> .....	<b>21</b>
<b>Electives (as needed to reach 60 units)</b> .....	<b>18</b>
<b>Total Degree Units Solano GE</b> .....	<b>60</b>

*\* 0 units may be double counted toward both the major area of emphasis and CSU General Education or IGETC Pattern. Consult with a counselor for more information on completing this degree.*

This is a Gainful Employment Program. For additional information, please visit [http://www.solano.edu/gainful\\_employment/](http://www.solano.edu/gainful_employment/) and select "Management."

# Management

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## Retail Management

### Program Description

Designed to serve the needs of the employees and employers within the retail industry. The program provides the knowledge and skills needed to prepare students for both entry level jobs and upward mobility opportunities in this dynamic and ever changing segment of our economy. Program emphasis is placed on professional and career development.

### Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement in Retail Management can be obtained by completing the 25-unit major. The Associate in Science Degree can be obtained by completing the 25-unit major, general education requirements, and electives. All courses for this major must be completed with a minimum grade of C or a P if the course is taken on a Pass/No Pass basis.

### Program Outcomes

Students who complete the Retail Management Certificate of Achievement/ Associate Degree will be able to:

1. Demonstrate oral and written skills unique in the business community.
2. Apply leadership, ethical standards, and team building skills necessary for managerial positions in the 21st century.
3. Conduct a personal SWOT analysis for a future small business venture.
4. Design a comprehensive business plan for a future small business venture.
5. Demonstrate the ability to use technology in analyzing and solving business problems.
6. Use basic computation skills to analyze and solve business problems requiring the use of mathematics.

### REQUIRED COURSES ..... Units

(listed in recommended sequence)

BUS 092 Business Communication ..... 3

CIS 050 Microcomputer Applications ..... 3

ACCT 001 Principles of Accounting - Financial ..... 4

MKT 171 Introduction to Marketing ..... 3

MKT 174 Retail Merchandising..... 3

MGMT 191 Human Relations ..... 3

MGMT 193 Human Resource Management ..... 3

MGMT 050 Principles of Management ..... 3

or

MGMT 055 Management/Leadership Skills ..... 3

**Required Major Total Units ..... 25**

**Solano General Education..... 21**

**Electives (as needed to reach 60 units)..... 14**

**Total Degree Units Solano GE..... 60**

**NOTE: This program is approved by the Western Association of food chains for awarding of the industry WAFC Certificate.**

This is a Gainful Employment Program. For additional information, please visit [http://www.solano.edu/gainful\\_employment/](http://www.solano.edu/gainful_employment/) and select "Retail Management."

# Management

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## Small Business Management

### Program Description

This program is designed for those planning to start their own business, buy an existing business, buy a franchise, or who already own their own business. This option emphasizes learning the concepts and practical skills necessary to be a successful, professional entrepreneur. Specifically designed for working adults, the courses emphasize a systematic approach to business which focuses on the integration of theoretical and practical skills.

### Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement can be obtained by completing the 28-unit major. The Associate in Science Degree can be obtained by completing the 28-unit major, general education requirements, and electives. All courses for this major must be completed with a minimum grade of C or a P if the course is taken on a Pass/No Pass basis.

### Program Outcomes

Students who complete the Small Business Management Certificate of Achievement/ Associate Degree will be able to:

1. Demonstrate oral and written skills unique in the business community.
2. Apply leadership, ethical standards, and team building skills necessary for managerial positions in the 21st century.
3. Conduct a personal SWOT analysis for a future small business venture.
4. Design a comprehensive business plan for a future small business venture.
5. Demonstrate the ability to use technology in analyzing and solving business problems.
6. Use basic computation skills to analyze and solve business problems requiring the use of mathematics.

<b>REQUIRED COURSES</b> .....	<b>Units</b>
(listed in recommended sequence)	
MGMT 055 Management/Leadership Skills .....	3
MKT 174 Retail Merchandising .....	3
ACCT 050 Computer Accounting .....	3
BUS 005 Introduction to Business .....	3
BUS 018 Legal Environment of Business .....	3
BUS 181 Business Mathematics .....	3
BUS 182 Small Business Mathematics .....	1
BUS 092 Business Communication .....	3
6 units from List A .....	6
<b>Required Major Total Units</b> .....	<b>28</b>

<b>List A: (select two courses)</b> .....	<b>Units</b>
ACCT 001 Principles of Accounting - Financial .....	4
ACCT 002 Principles of Accounting - Managerial .....	4
BUS 060 Introduction to International Business .....	3
ECON 001 Principles of Economics (Macroeconomics)..	3
ECON 002 Principles of Economics (Microeconomics)...	3
MGMT 055 Management/Leadership Skills .....	3
MGMT 191 Human Relations .....	3
MKT 173 Principles of Selling .....	3
MKT 174 Retail Merchandising.....	3
OCED 090 Occupational Work Experience .....	1-8
OCED 091 General Work Experience.....	1-6
OT 054A Beginning Keyboarding A .....	1.5
OT 054B Beginning Keyboarding B .....	1.5
OT 055A Intermediate Keyboarding/ Word Processing A .....	1.5
OT 055B Intermediate Keyboarding/ Word Processing B .....	1.5
<b>Solano General Education</b> .....	<b>21</b>
<b>Electives (as needed to reach 60 units)</b> .....	<b>11</b>
<b>Total Degree Units Solano GE</b> .....	<b>60</b>

This is a Gainful Employment Program. For additional information, please visit [http://www.solano.edu/gainful\\_employment/](http://www.solano.edu/gainful_employment/) and select "Small Business Management."

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## **MGMT 050 Principles of Management 3.0 Units**

*Course Advisory: Eligibility for ENGL 001; SCC minimum Math standard.  
Transferable to CSU  
Hours: 48-54 lecture.*

An introduction and comprehensive survey of the theory and practices relevant to the management principles of: planning, organizing, staffing, directing and controlling. The course explores the nature and role of management/supervision in a contemporary environment focusing on the strategic planning, decision-making and problem-solving processes that affect organizational effectiveness and efficiency. Includes quantitative and qualitative methodology used in systems and contingency approach to management.

## **MGMT 055 Management/Leadership Skills 3.0 Units**

*Course Advisory: Eligibility for ENGL 001.  
Transferable to CSU  
Hours: 48-54 lecture.*

A comprehensive development, analysis, and application of fundamental skills needed for the successful practice of supervision/leadership. This course addresses the quality principles of leadership applied to work processes, decision making and problem solving, communication, stress and time management, and delegating/facilitating in a team environment. The focus of the course is on job-relevant skills. Class exercises are employed to teach the various skills.

## **MGMT 191 Human Relations 3.0 Units**

*Course Advisory: SCC minimum English and Math standards.  
Hours: 48-54 lecture.*

A comprehensive study and analysis of the concepts and skills associated with human behavior and relationships. The course stresses effective supervision and leadership practices as applied to human interaction.

## **MGMT 193 Human Resource Management 3.0 Units**

*Course Advisory: SCC minimum English and Math standards.  
Hours: 48-54 lecture.*

Human resource administration of public and private organizations including personnel and administrative practices. The student will examine the evolution of unions including the various labor relations acts, collective bargaining processes, grievance procedures, and arbitration. Supervisor's and the steward's roles are emphasized for effectively maintaining negotiated contracts. The course focuses on actual personnel problems, principles and methods involved in recruitment, selecting and placement of employees with regard to affirmative action programs, training, experience and aptitude.