**Management/Supervision**

**San Jacinto Campus**  
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**Degree(s)**  

**Transfer:** None  

See: A.A. in Liberal Arts - Business & Technology Emphasis  

**Non-Transfer:**  
A.S. in Management/Supervision  
(with General Education Requirements Option A)  

Certificate(s)  
Certificate in Management/Supervision  

Employment Concentration Certificate(s)  
None  

**Program Description**  
The Management/Supervision department offers a non-transfer Associate degree and a non-transfer Certificate in Management/Supervision designed to prepare the student to direct the work of others. The program offers students the opportunity to acquire practical skills, technical knowledge and experience, and improve conceptual abilities and theory in the areas of analyses, evaluation, selection, communication, production, and follow-up. Both the Associate degree and the Certificate share the same lists of required, recommended elective, and elective discipline specific coursework with the difference being the required general education pattern for the degree.  
The Management/Supervision Department is committed to providing a broad and flexible professional education. The studies introduce the student to dynamic processes of goals and objectives setting, planning, and achieving results for the organization. Also emphasized are the recognition of, and the leadership for, changing environments and relationships. Although emphasis is on business and economics of the organization, the learning is relevant to individual daily life.  
Transfer students may earn an Associate degree in Liberal Arts with an area of emphasis that includes Business and Technology. This degree path is designed to accommodate the differing requirements for a wide variety of transfer institutions and provides an efficient means to achieve transfer goals and career success.  
For individuals currently working within these fields, there may be potential for salary and/or career advancement.  

**Career Opportunities**  
All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: [www.onetonline.org](http://www.onetonline.org))  

**Non-Transfer Degree**  

**Certificate**  
Leasing and Property Management, Retail Management and Supervision, Small Business Management, Sales Manager, Advertising and Promotions Manager, Marketing Manager, Public Relations Manager, Administrative Services Manager, Compensation and Benefits Manager, Training and Development Manager, Industrial Production Manager, Purchasing Manager, Transportation, Storage and Distribution Manager, Construction Manager, Other Management Occupations  

**Transfer Preparation**  
MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four-year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.
**Learning Outcomes**

- Encourage students to expand their knowledge and depth of understanding of Business and Management.
- Use technology to achieve proficiency in Business.
- Utilize business information systems for the purpose of research, organizing and developing legitimate business models.

**Degree**

**Non-Transfer Degree**

**Management/Supervision**

In addition to the 24 units of the certificate program in Management/Supervision, students must also complete all MSJC General Education Option A requirements (a total of 60 units) for the Associate of Science degree in Management/Supervision.

**Certificate**

Competency in English and Math is required prior to completing a certificate. This may be accomplished with testing or by completing ENGL-098 (English Fundamentals) or ENGL-092 or ESL-098W and MATH-090 (Elementary Algebra) or MATH-090B.

**Certificate in Management/Supervision (24 units)**

**Required Courses (15 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BADM-103</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>or BADM-103H</td>
<td>Honors Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BADM-201</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>ECON-201</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>or ECON-201H</td>
<td>Honors Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MGT-103</td>
<td>Introduction to Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT-108/ENGR-108</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
</tbody>
</table>

**Recommended Elective Courses (3 units from this list)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT-124</td>
<td>Financial Accounting - Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>or ACCT-124H</td>
<td>Honors Financial Accounting - Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>CSIS-101</td>
<td>Introduction to Computers and Data Processing</td>
<td>3</td>
</tr>
</tbody>
</table>

**Other Elective Courses (6 units from this list)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT-125</td>
<td>Managerial Accounting - Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>or ACCT-125H</td>
<td>Honors Managerial Accounting - Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>BADM-150</td>
<td>Small Business Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>BADM-157</td>
<td>Principles of Salesmanship</td>
<td>3</td>
</tr>
<tr>
<td>ECON-202</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>or ECON-202H</td>
<td>Honors Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MGT-133</td>
<td>Productivity Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT-138</td>
<td>Personnel Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT-205</td>
<td>Principles of Marketing Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT-299</td>
<td>Special Projects: Management</td>
<td>1-3</td>
</tr>
</tbody>
</table>
Mt. San Jacinto College
Undergraduate certificate in Management/Supervision
Program Length: 72 weeks

Students graduating on time
N/A* of Title IV students complete the program within 72 weeks □
* Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*
$1,104 for in-state tuition and fees
$6,600 for out-of-state tuition and fees
$3,584 for books and supplies
$24,984 for off-campus room and board
Other Costs
Visit website for more program cost information
* The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money
0% of students who attend this program borrow money to pay for it □
The typical graduate leaves with
N/A* in debt □
* Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment
N/A* per month in student loans with N/A* interest rate. □
* Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

N/A* of program graduates got jobs
* We are not currently required to calculate a job placement rate for program completers.
Program graduates are employed in the following fields:
Paralegals and Legal Assistants
Title Examiners, Abstractors, and Searchers
Legal Support Workers, All Other

Licensure Requirements □
* Program has no licensure requirements in any state.

Additional Information
Date Created 3/20/2017
These disclosures are required by the U.S. Department of Education