

# MANAGEMENT/SUPERVISION

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Degree(s)

**Transfer:**

None

See:

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

**Non-Transfer:**

A.S. in Management/Supervision<sup>4390 AS.MGT</sup>  
(with General Education Requirements Option A)

Certificate(s)

Certificate in Management/Supervision<sup>22123 CEMGT</sup>

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

Management Analyst, Fiscal/Financial Manager, Risk and Insurance Manager, Transportation, Storage and Distribution Manager, Advertising and Promotions Manager, Industrial Productions Manager, Leasing and Property Management, Personnel Management, Construction Manager, Nonprofit Management Marketing Manager, Computer and Information Systems Managers, Administrative Service Manager, Purchasing Managers, Retail Management and Supervision, Marketing Management, Small Business Management, Compensation and benefits Manager, Training and Development Manager and Other Management Occupations

### 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.

ECON-202	Principles of Microeconomics	3 units
or		
ECON-202H	Honors Principles of Microeconomics	3 units
MGT-133	Productivity Management	3 units
MGT-138	Personnel Management	3 units
PSYC-101	Introduction to Psychology	3 units
or		
PSYC-101H	Honors Introduction to Psychology	3 units

## DEGREE

### Non-Transfer Degree

#### Management/Supervision

Management/supervision focuses on the role of the first-line supervisor. Critical thinking skills are emphasized as business and management theories are explored to enhance decision making, leadership, team building, and motivating employees in a supervisory capacity. Primary management functions of planning, organizing, directing, and organizational change are identified and analyzed. Both the Associate degree and the Certificate share the same lists of required specific coursework with the difference being the required general education pattern for the degree.

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

Management/supervision focuses on the role of the first-line supervisor. Critical thinking skills are emphasized as business and management theories are explored to enhance decision making, leadership, team building, and motivating employees in a supervisory capacity. Primary management functions of planning, organizing, directing, and organizational change are identified and analyzed.

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

##### Required Courses (18 units)

BADM-103	Introduction to Business	3 units
or		
BADM-103H	Honors Introduction to Business	3 units
BADM-104	Business Communications	3 units
or		
BADM-104H	Honors Business Communications	3 units
CAPP-122	Using Microsoft Excel	3 units
MGT-098	Elements of Supervision	3 units
MGT-103	Introduction to Management	3 units
MGT-108/ENGR-108	Organizational Behavior	3 units

##### Elective Courses (6 units)

CAPP-098	Using Microsoft Project	3 units
CAPP-127	Using Microsoft Word	3 units





Mt. San Jacinto College  
Undergraduate certificate in Management/Supervision  
Program Length: 72 weeks

**Students graduating on time**

0% of Title IV students complete the program within 72 weeks<sup>1</sup>

**Program Costs\***

\$1,104 for in-state tuition and fees  
\$8,184 for out-of-state tuition and fees  
\$3,942 for books and supplies  
Other Costs:  
Parking Permits cost \$68 a year or \$34 a semester  
RTA Go Pass cost \$12 a year or \$6 a semester  
SGA discount sticker (optional) - \$14 a year or \$7 a semester  
Student representation fee (optional) - \$2 a year or \$1 a semester  
Help a Student Fund (optional) - \$4 a year or \$2 a semester  
Student Health Center Fee - \$40 a year or \$20 a semester  
\*For summer session fees, please see: Parking Permits cost \$68 a year or \$34 a semester  
RTA Go Pass cost \$12 a year or \$6 a semester  
SGA discount sticker (optional) - \$14 a year or \$7 a semester  
Student representation fee (optional) - \$2 a year or \$1 a semester  
Help a Student Fund (optional) - \$4 a year or \$2 a semester  
Student Health Center Fee - \$40 a year or \$20 a semester  
\*For summer session fees, please see: <https://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx>  
Visit website for more program cost information: [www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx](http://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx)  
\*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**

**The typical graduate leaves with**

N/A<sup>2</sup> in debt<sup>3</sup>  
\*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<sup>4</sup> per month in student loans with an interest rate of N/A<sup>4</sup>.  
\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

**Graduates who got jobs**

N/A<sup>5</sup> 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:** General and Operations Managers: <http://onetonline.org/link/summary/11-1021.00>  
Sales Managers: <http://onetonline.org/link/summary/11-2022.00>  
Administrative Services Managers: <http://onetonline.org/link/summary/11-3011.00>  
Industrial Production Managers: <http://onetonline.org/link/summary/11-3051.00>  
Transportation Managers: <http://onetonline.org/link/summary/11-3071.01>  
Storage and Distribution Managers: <http://onetonline.org/link/summary/11-3071.02>  
Construction Managers: <http://onetonline.org/link/summary/11-9021.00>  
Social and Community Service Managers: <http://onetonline.org/link/summary/11-9151.00>  
Regulatory Affairs Managers: <http://onetonline.org/link/summary/11-9199.01>  
Compliance Managers: <http://onetonline.org/link/summary/11-9199.02>  
Investment Fund Managers: <http://onetonline.org/link/summary/11-9199.03>  
Supply Chain Managers: <http://onetonline.org/link/summary/11-9199.04>  
Security Managers: <http://onetonline.org/link/summary/11-9199.07>  
Loss Prevention Managers: <http://onetonline.org/link/summary/11-9199.08>  
Management Analysts: <http://onetonline.org/link/summary/13-1111.00>

**Licensure Requirements<sup>6</sup>**

The following do not have licensure requirements for this profession:  
**California**

**Additional Information:**

No additional notes provided.

Date Created: 5/15/2019

These disclosures are required by the U.S. Department of Education

**Footnotes:**

- <sup>1</sup> The share of students who completed the program within 100% of normal time (72 weeks).
- <sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
- <sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
- <sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.
- <sup>5</sup> The median earnings of program graduates who received Federal aid.
- <sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

<sup>7</sup> **State Job Placement Rate:**  
Name of the state this placement rate is calculated for:  
N/A  
Follow the link below to find out who is included in the calculation of this rate:  
N/A  
What types of jobs were these students placed in?  
N/A  
When were the former students employed?  
N/A  
How were completers tracked?  
N/A

<sup>8</sup> **Accreditor Job Placement Rate:**  
Name of the accrediting agency this placement rate is calculated for:  
N/A  
Follow the link below to find out who is included in the calculation of this rate:  
N/A  
What types of jobs were these students placed in?  
N/A  
When were the former students employed?  
N/A  
How were completers tracked?  
N/A