

# Management

The Management curriculum provides students with training in management concepts, procedures, and organizational structures required for entry-level positions in business, industry, and government. The program offers five options: Management, Real Estate, Human Resources, International Business, and Entrepreneurship.

Degree graduates seek employment in positions with job titles such as management trainee, sales representative, job supervisor, and researcher, entry-level positions in organizations that eventually lead to a job as assistant manager, buyer coordinator, communications director, distribution manager, distribution supervisor, operations manager, office manager, public relations manager, purchasing agent, sales manager, sales assistant manager, service manager, and shipping manager. The programs also enable currently employed workers to move forward in their current occupations.

### PROGRAM ENTRY REQUIREMENTS:

This program is open to interested students. New students are normally required to take the College's placement tests at their time of entry.

Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of their degree.

### PROGRAM OF STUDY AND GRADUATION REQUIREMENTS:

A minimum of 65 credits and a grade point average of 2.0 are required for graduation with an Associate in Applied Science (A.A.S.) degree in Management.

| Recommended Course Sequence  | Course Number and Name   | Prerequisite or Corequisite | Credits |
|--|--|-----------------------------|---------|
| <b>Program Core Courses - Management</b>   |  |                             |         |
| 4  | MNGT 121 - Introduction to Business  |                             | 3       |
| 5  | MATH 153 - Mathematics of Personal Finance   | MATH 118                    | 3       |
| 6  | MNGT 141 - Principles of Management  | MNGT 121                    | 3       |
| 7  | ACCT 101 - Financial Accounting  |                             | 4       |
| 9  | ACCT 102 - Managerial Accounting   | ACCT 101                    | 3       |
| 13   | MKTG 131 - Principles of Marketing   | MNGT 121                    | 3       |
| 14   | MNGT 142 - Management Information Systems  | MNGT 121                    | 4       |
| 17   | MKTG 238 - Marketing & Management Problems   | MNGT 141, MKTG 131          | 3       |
| 18   | MNGT 246 - Principles Operation Management   | MNGT 121                    | 3       |
| 19   | MNGT 199 - Cooperative Work Experience*  | MNGT 121                    | 3       |
| <b>General Education Courses</b> (See page 36 for information on disciplines which meet these requirements.) |  |                             |         |
| 1  | ENGL 101 - English Composition I   |                             | 3       |
| 2  | CIS 103 - PC Applications  |                             | 3       |
| 3  | MATH 118 - Intermediate Algebra  |                             | 3       |
| 8  | ENGL 102 - English Composition II or ENGL 112 - Report and Technical Writing   | ENGL 101                    | 3       |
| 10, 12   | Social Science Elective*   |                             | 6       |
| 11   | HIST 102 - US and Pennsylvania: The 19th Century or HIST 103 - US & Pennsylvania History: The 20th Century or HIST 122 - World Civilization: Early Modern Times to the Present |                             | 3       |
| <b>Management Option</b>   |  |                             |         |
| 15   | MNGT 241 - Office Supervisory Management   | MNGT 121                    | 3       |
| 16   | MNGT 247 - Human Resources Management  | MNGT 121                    | 3       |
| 20   | MKTG 237 - Creative Selling  | MNGT 121                    | 3       |
| 21   | MNGT 144 - Small Business Management or MNGT 261 or MNGT 262   | MNGT 121                    | 3       |
| <b>Real Estate Management Option</b>   |  |                             |         |
| 15   | RE 101 - Real Estate Fundamentals  |                             | 3       |
| 16   | RE 105 - Real Estate Practice  |                             | 3       |
| 20   | RE 131 - Real Estate Financing or RE 111 - Real Estate Mathematics   |                             | 3       |
| 21   | MNGT 261 or MNGT 262   |                             | 3       |
| <b>Human Resources Management Option</b>   |  |                             |         |
| 15   | MNGT 241 - Office/Supervisory Management   | MNGT 121                    | 3       |
| 16   | MNGT 247 - Human Resources Management  | MNGT 121                    | 3       |
| 20   | MNGT 250 - Collective Bargaining   |                             | 3       |
| 21   | MNGT 261 or MNGT 262   |                             | 3       |

(continued on next page)

**International Business Option**

|    |   |                              |   |
|----|---|------------------------------|---|
| 15 | IB 101 - World Trade, World Culture and Business Environment                        | GEOG 222                     | 3 |
| 16 | IB 105 - Export/Import Operation and Practice                                       | MNGT 121                     | 3 |
| 20 | IB 211 - Foreign Trade Documentation  | CIS 103, ACCT 101, MNGT 152  | 3 |
| 21 | IB 225 - International Marketing, Information & Application or MNGT 261 or MNGT 262 | MKTG 131, GEOG 103, MNGT 121 | 3 |

**Entrepreneurship Option**

|    |   |          |   |
|----|---|----------|---|
| 15 | MNGT 144 - Small Business Management                          | MNGT 121 | 3 |
| 16 | MKTG 237 - Creative Selling                                   | MNGT 121 | 3 |
| 20 | MKTG 232 - Advertising & Sales Promotion                      | MKTG 131 | 3 |
| 21 | MNGT 247 - Human Resources Management or MNGT 261 or MNGT 262 | MNGT 121 | 3 |

**Total to Graduate:** 65 credits minimum

\* Social Science electives are selected in coordination with the Program Advisor or the Department Head. MNGT 199 is subject to approval by the Department Head. GEOG 103 is recommended for the IB Option.

For More Information Contact:

The Division of Business and Technology, Room C1-9, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone 215-496-6164; or the College Information Center, 215-751-8010.