



## 2007-2008 Career Planning Guide

# MANAGEMENT

### Spokane Falls Community College

**Spokane Falls Community College**  
3410 West Fort George Wright Drive  
Spokane, Washington 99224-5288  
[www.spokanefalls.edu](http://www.spokanefalls.edu)

**Completion Award:** A.A.S. Degree, Certificate

**Start:** Fall, Winter, Spring

#### Tuition and Fees

**Approximate Quarterly Cost:** (subject to change without notice)

Books	\$	250-350
Supplies and Equipment	\$	60

**PROGRAM WEBSITE:** <http://tech.spokanefalls.edu/Management/>

### Program Description

The challenge of management! It takes a special kind of person with a special knack to be a good business manager. Over 60 percent of the workforce in Spokane is employed in a distributive occupation. This creates a big demand for persons with training as middle managers or junior executives.

The management programs at SCC and SFCC are designed to give an individual on-the-job work experience while learning the basic principles of business management. Students are given credit for approved work experience.

Courses in the program include management, marketing, salesmanship, advertising and human relations. In addition to the academic courses, there is opportunity for teamwork and leadership experience through participation in Delta Epsilon Chi, an affiliate of Distributive Education Clubs of America.

#### PROGRAM GOALS--Students who successfully complete this program should be able to:

1. Understand organizational behavior and leadership, management, business operation, finances, location and layout, record keeping, merchandising and business promotion.
2. Understand the planning, organizing, leading and controlling functions of running a business on a day-to-day basis.
3. Incorporate information technology and computer applications, including Internet, to the business environment.
4. Understand human relations, possess an awareness of cultural diversity, the role of international business, the fundamental principles of business law, credit and collections, problem solving, and group decision processes as used in today's business world.
5. Understand and possibly accept the challenging entrepreneurial role of owning their own business.

### Career Opportunities

Employment opportunities include positions from every level--entry, supervisory, management, and owner-manager--of the manufacturing, wholesaling, and retailing of goods and services.

**POTENTIAL POSITIONS INCLUDE:** assistant buyer, bank branch manager, business owner, department manager, hotel or motel manager, insurance agent, sales and distribution, theater manager, management trainee, retail operations manager in a variety of retail operations, customer service, and assistant manager. Salaries in the Spokane area range from \$8 per hour upward depending on skills, motivation, experience, and attitude as well as the student's ability to sell herself/himself at the interview.

# Suggested Course of Study 2007-2008

Consult Adviser/Counselor for Program Planning and Selection of Electives

## MANAGEMENT A.A.S. Degree: SFCC

A.A.S. Degree	Certificate																																																																																																																																																				
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Keyboarding proficiency of 35 wpm expected.</p> <p><sup>1</sup> May substitute ENG 101 for BT 107 and 108. <sup>2</sup> May substitute GBUS 217. <sup>2</sup> May substitute GBUS 105 for MMGT 181, 182, 183. <sup>4</sup> May substitute ACCT 103 and 104.</p>		Credits	BT 107 Business Communications <sup>1</sup>	3	GBUS 101 Introduction to Business	5	GBUS 103 Basic Business Math and Electronic Calculators <sup>2</sup>	5	MMGT 181 Leadership Training – DEC <sup>3</sup>	1	Computer Elective (Information Systems)	1		15	ACCT 101 Principles of Accounting <sup>4</sup>	5	BT 108 Business Communications <sup>1</sup>	3	GBUS 108 eBusiness	2	MMGT 111 Mid-Management Seminar <b>or</b>		MMGT 112 Mid-Management Seminar <b>or</b>		MMGT 113 Mid-Management Seminar <b>or</b>		MMGT 267 Cooperative Education Work Experience	2	MMGT 182 Leadership Training-DEC <sup>3</sup>	1	Computer Elective (Information Systems)	1		14	BT 272 Business Correspondence	5	GBUS 280 Human Relations in Business	5	MMGT 101 Principles of Management	5	MMGT 183 Leadership Training-DEC <sup>3</sup>	1		16	ECON 100 Fundamentals of Economics	5	ENG 109 Speech Composition <b>and</b>		SPCH 101 Introduction to Speech Communication	5	GBUS 205 Business Law	5		15	CRMGT 140 Financial Statement Analysis	3	MMGT 223 Customer Service	3	MMGT 231 Human Resource Management	5	Computer Elective (Information Systems)	1	Business Electives	3		15	CRMGT 110 Introduction to Finance	3	MMGT 211 Marketing	5	Business Electives	7		15	<p><b>First Quarter</b></p> <table style="width: 100%; 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During the period this guide is in circulation, there may be curriculum revisions and program changes. Students are responsible for consulting the appropriate academic unit or adviser for more current and specific information. The information in this guide is subject to change and does not constitute an agreement between the college and the student.</i></p>		Credits	GBUS 101 Introduction to Business	5	GBUS 103 Basic Business Math and Electronic Calculators	5	MMGT 111 Mid-Management Seminar	1	Electives Group A, B, or C	5	Elective Group D	1		17	ACCT 101 Principles of Accounting <sup>1</sup>	5	ENG 109 Speech Composition <b>and</b>		SPCH 101 Introduction to Speech Communication	5	GBUS 108 eBusiness	2	MMGT 112 Mid-Management Seminar	1	Electives Group A, B, or C	4		17	BT 272 Business Correspondence	5	MMGT 101 Principles of Management	5	Electives Group A, B, or C	5	Elective Group D	1		16	FMDSE 150 Principles of Retail Merchandising	5	FMDSE 224 Principles of Retail Promotion	5	MMGT 211 Marketing	5	MMGT 218 Fundamentals of Advertising	5	MMGT 220 Professional Sales	3	BT 255 Business Productivity Tools	3	BT 260 Administrative Office Management	5	GBUS 280 Human Relations in Business	5	MMGT 231 Human Resource Management	5	SBM 101 How to Start a Small Business	5	CRMGT 110 Introduction to Finance	3	CRMGT 150 Introduction to Investments	2	GBUS 100 Money Management	3	CAPPS 102 Introduction To Office	1	CAPPS 110 Word	1	CAPPS 112 Excel	1	CAPPS 114 Access	1	CAPPS 116 PowerPoint	1
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