



CISCO COLLEGE

MANAGEMENT

CAREER & TECHNICAL EDUCATION



Management supervisors or managers are those with skills and knowledge needed to successfully run a business. Administrative service manager, office clerk, and management trainee are some of the entry level positions available to those who obtain this degree or certificate. The most typical entry-level position in business management is an administrative assistant. An administrative assistant is a secretarial associate to corporate executives. In addition to general clerical and secretarial duties, responsibilities may include long-term assignments and accompanying employers and supervisors to meetings and business-related functions.

A retail store manager's position focuses on several aspects of retail including merchandising, bookkeeping, advertisement, and promotion. Duties include hiring of personnel, store operations, buying and selling products and running promotions. A background in management studies likely qualifies for practically any Customer Service Representative (CSR) position, as well. Customer Service Representatives act as the first point of contact for customers inquiring about products or services. CSR employees are required to know all facets of the products and services offered by their company and trained to answer questions and assist customers in a prompt and courteous fashion. Basic subjects like finance, marketing and accounting, as well as labor relations and communication are important.

TASKS

- Buy, store, and distribute supplies
- Supervise clerical and administrative personnel
- Set goals and deadlines for departments
- Develop, manage, and monitor records
- Recommend policies or procedure changes to improve operations
- Plan budgets for contracts, equipment, and supplies
- Monitor facility to ensure it remains safe, secure, and well-maintained
- Oversee maintenance/repair of machinery, equipment, electrical/mechanical systems
- Ensure that facilities meet standards and regulations

WORK ENVIRONMENT

- Office work
- Occasional site visits around the building, or supervision of grounds keeping activities
- Occasional inspection of facilities
- Mostly full-time positions

SALARY DATA

National Median Wage:
\$51,000+/year
(BLS.gov 2017)

There is **NO** special selection criteria for this program

Abilene Campus
717 E. Industrial Blvd.
Abilene TX 79602
(325) 794-4400
workforce@cisco.edu

PROGRAM APPLICATION PROCEDURE

- Complete the Cisco College application.
- Have all official transcripts sent to Cisco College Admissions Office.
- Fill out FAFSA (*Free Application for Federal Student Aid*).
- Set and appointment with the CTE Counselor to discuss planning and learn about the TSI (*Texas Success Initiative*) assessment.
- Participate in student advisement with a Management counselor prior to applying to the program.

DAY & EVENING CLASSES

FALL SEMESTER
FULL-TIME

ABILENE LOCATION

*** STUDENTS RECEIVING A DEGREE OR A CERTIFICATE MUST COMPLETE THE CAPSTONE REQUIREMENTS.**

PART-TIME STUDENTS WILL NEED MORE TIME TO COMPLETE THIS PROGRAM

ASSOCIATE IN APPLIED SCIENCE DEGREE - MANAGEMENT

FIRST SEMESTER - 18 HRS

BMGT 1327 Principles of Management	3
BMGT 1482 Co-op Ed: MGMT	4
BMGT 2305 Adv. Comm. in Management	3
MRKG 1311 Principles of Marketing	3
ACNT 1303 Intro to Accounting I	3

THIRD SEMESTER - 12 HRS

ACNT 1304 Intro to Accounting II	3
BMGT1344 Negotiate & Conflict Management	3
BMGT 2347 Critical Thinking & Prob Solving	3
BUSG 2309 Small Business Management	3

SECOND SEMESTER - 17 HRS

BMGT 2309 Leadership	3
BMGT 1483 Co-op Ed: MGMT	4
HRPO 2301 Human Resource Management	3
HRPO 2307 Organizational Behavior	3
ITSW 1404 Intro to Spreadsheets	4

FOURTH SEMESTER - 15 HRS

ENGL 1301 Composition I	4
MATH 1342 Elementary Statistics	3
SOCI 1301 Introductory Sociology	3
SPCH 1315 Public Speaking or SPCH 1321 Business & Prof. Speaking	3
HUMANITIES/ FINE ARTS	3

LEVEL II CERTIFICATE - MANAGEMENT

FIRST SEMESTER - 16 HRS

BMGT 1482 Co-op Ed: MGMT	4
BMGT 1327 Principles of Management	3
BMGT 2305 Adv. Comm. in Management	3
ACNT 1303 Intro to Accounting I	3
MRKG 1311 Principles of Marketing	3

THIRD SEMESTER - 15 HRS

BMGT1344 Negotiate & Conflict Management	3
BUSG 2309 Small Business Management	3
BMGT 2347 Critical Thinking & Prob Solving	3
HRPO 2307 Organizational Behavior	3
ACNT 1304 Intro to Accounting II	3

SECOND SEMESTER - 17 HRS

BMGT 2309 Leadership	3
BMGT 1483 Co-op Ed: MGMT	4
HRPO 2301 Human Resource Management	3
HRPO 2307 Organizational Behavior	3
ITSW 1404 Intro to Spreadsheets	4

LEVEL I CERTIFICATE - MANAGEMENT

FIRST SEMESTER - 16 HRS

ACNT 1303 Intro to Accounting I	3
BMGT 1482 Co-op Ed: MGMT	4
BMGT 1327 Principles of Management	3
BMGT 2305 Adv. Comm. in Management	3
MRKG 1311 Principles of Marketing	3

SECOND SEMESTER - 17 HRS

BMGT 2309 Leadership	3
BMGT 1483 Co-op Ed: MGMT	4
HRPO 2301 Human Resource Management	3
HRPO 2307 Organizational Behavior	3
ITSW 1404 Intro to Spreadsheets	4