

Management



If you enjoy an office environment, working with customers and managing employees, then consider starting the Business Management Program at North Orange Continuing Education (NOCE) as your first step to a career in management.

Career Highlights and Opportunity

Careers in management spread across multiple industry sectors, including healthcare, finance, food and hospitality, construction, information technology, retail, etc. Managers are generally responsible for directing the activities of employees, overseeing business operations such as the budget, accounting, and purchasing, engaging in strategic planning and decisions making processes, and promoting employee productivity.

First-line supervisory and entry-level management positions have career growth opportunities in middle and senior management that include:

- Project Manager
- Operations Manager
- Chief Financial Officer
- Administrative Service Manager

Job titles will vary depending on the career field.

PERSONALITY

People in this career work in jobs that need:

- Integrity
- Dependability
- Attention to Detail
- Leadership
- Self Control

SKILLS

People in this career often have these skills:

- Reading Comprehension - Reading work-related information
- Coordination - Changing what is done based on other people's actions
- Active Listening - Listening to others, not interrupting, and asking good questions
- Monitoring—Keeping track of how well people and/or groups are doing in order to make improvements

JOB OUTLOOK—CA

Salary and employment outlook for First-Line Supervisors and Entry-Level Management vary depending on the industry. For more information on industry-specific labor market data or to explore other careers visit Career Coach at:

<https://nocccd.emsicc.com/>



Accredited by:
Accrediting Commission for Schools,
Western Association of Schools and Colleges
533 Airport Blvd., Suite 200 Burlingame, CA 94010
Website: www.acswasc.org

The North Orange County Community College District's (NOCCCD) North Orange Continuing Education (NOCE) Administrative Offices are located at 1830 W. Romneya Drive in Anaheim, California 92801. For more information, call 714.808.4645 or visit www.noce.edu. It is the policy of NOCCCD to provide an educational, employment, and business environment in which no person shall be unlawfully subjected to discrimination or sexual harassment, nor unlawfully denied full and equal access to the benefits of District programs or activities on the basis of ethnic group identification, national origin, religion, age, gender, race, color, ancestry, sexual orientation, marital status or physical or mental disability as defined and prohibited by state and federal statutes. The District is also committed to maintaining campuses that are free of harassment, drugs and alcohol. To read the entire NOCCCD nondiscrimination statement, see the policy in the General Information section in the back of the NOCE class schedule.

Certificate in Management

Program Information

The Business Management Certificate Program will prepare students for first-line supervisory or management positions. Students will learn management principles and develop basic skills in decision-making, problem-solving, planning, organizing, speaking and writing. The course sequence builds a knowledge base to enhance effectiveness on the job through topics such as leadership development, business law, finance, negotiations, marketing, and more.

Upon completion of the program students will be able to:

- Enhance their presentation skills and communicate more effectively
- Demonstrate skills required for achieving better outcomes in sales transactions, employment and promotion, purchasing and employee cooperation
- Understand contract principles and the use and purpose of common contracts clauses, such as limitation of liability, warranty, and indemnification
- Interpret financial statements and understand budgeting, assets and liabilities, financial reports, and cash flow analysis
- Write memos, letters, and reports
- Develop negotiation skills to achieve better results and improve customer, vendor, and partner relationships

For more program information visit:

<http://careers.noce.edu/>

Email: careers@noce.edu | Phone: 714.808.4915

PROGRAM FEATURES

- Courses are tuition –free (students are responsible for textbooks and course supplies)
- Convenient evening courses
- Program can be completed in as little as 8 months

BENEFITS

- Gain professional skills to move up in your organization and/or prepare for a management role
- Develop the foundational skills and knowledge to transition into a college-credit management program at Cypress or Fullerton college
- Increase marketability through MS Office enhancement courses

ELIGIBILITY REQUIREMENTS

- Be 18 years or older
- Complete an Admissions Application
- Complete an online Orientation at least 24 hours prior to registering

RECOMMENDATIONS

- Have good communication skills
- Have basic English reading, writing, and speaking skills and/or be at an ESL intermediate low level



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