



# *Management Option*

**Q. Why choose the option in administrative management?**

A. This is the option for managers and those who aspire to a career in management. Being a manager is one of the most exciting and rewarding experiences a person can have. Management often provides the greatest opportunity for an individual within an organization to influence the organization's goal, to direct what actually happens in the organization, and to develop and use leadership skills. The job both allows and demands that a person make decisions, communicate effectively with other people, and identify and solve problems. It stimulates a person to learn to use authority, take responsibility, and demonstrate accountability for getting results. The sense of accomplishment enjoyed by a successful manager can be richly rewarding.

**Q. What jobs are available for a person with a degree in business administration with an administrative option?**

A. Business, industrial, and other types of organizations are almost always looking for people with solid management skills. It's widely recognized that effective coordination and management of effort, tasks, resources, and responsibilities is critical to the survival and growth of an organization. It is for this reason that, typically, the highest paid members of an organization are its managers. Graduates of the program are being hired by manufacturing, retail, import-export, and service organizations, and by both large and small businesses operating in the area.

**Q. Is education in management important in the real world?**

A. Yes. Recently our society has been characterized by the emergence of dynamic, complex organizations which must, on occasion, undergo downsizing, expansion, redirection or other major changes. Organizations need managers with the knowledge necessary to design and implement appropriate changes, to realign the firm with its environment, e.g. competition, technology, deregulation, labor costs, and other factors. The administrative management option is designed to provide students with an awareness of these factors, the trade-off decisions, and how they affect a firm's ability to meet its various objectives.

**Q. What exactly are the skills needed in administrative management?**

**A.** A manager needs the ability to visualize and understand the organization, the factors critical for its success, and the processes which can empower people to reach their objectives. The manager must be able to organize tasks, delegate responsibilities, communicate priorities, and to lead and motivate others to work together to accomplish shared goals. The manager should be able to identify and analyze problems, take corrective action, and reward performance. In sum, a manager must work effectively with ideas and with people.

**Bachelors Degree in Business with the Option in Management**

The Administrative Management Option is seven courses (28 units) designed to prepare students for careers in general management. (Effective Summer 2002)

**Required Courses:**

MGMT 460 Case Studies in Operations Management  
MGMT 462 Comparative Management  
MGMT 479 Seminar: Business in Its Social Setting  
MGMT 489 High Performance Management

**Prerequisites**

MGMT 306  
Senior Standing  
MGMT 308  
MGMT 307

**Choose three elective courses from the following:**

FIN 434	Cases Financial Management	FIN 403; ACCT 300; & BUS 305
MGMT 454	Special Topics in Management	Varies with topic
MGMT 461	Management Theory and Practice	MGMT 307
MGMT 466	Managerial Innovation	MGMT 307
MGMT 468	Small Business Management	Most of Business Core
MGMT 470	Managerial Leadership and Motivation	MGMT 307
MGMT 473	Strategic Human Resources Management	MGMT 307
MGMT 484	Organization Development and Change	MGMT 307
MGMT 485	Project Management	None
MGMT 488	Managing Service Delivery in a Multicultural Marketplace	MGMT 306 & 307
MGMT 490	Service Management	MGMT 306 & 307

Or select any three 400 Level Management Courses

Visit your advisor to obtain approval of your three electives on an Advisor Approved Electives form, and return the form to the School of Business and Economics Advisement Center in Salazar Hall C256B.