



# Management A.A. Degree

This broad-based management program offers introductory courses as well as more specialized ones ranging from studies of the standard corporate organization to analyzing the small business. This program prepares students for entry into a company management training program and upgrades the skills of those already working in the industry, allowing them to advance to supervisory positions.

**Total Units: 59-61**

## First Year

### Semester 1

**15-16 Units**

COURSE	UNITS	PRE-REQS <sup>^</sup>	SEMESTERS OFFERED*	GE AREA
<b>BUS 300</b> <sup>(Z)</sup> Introduction to Business	3		F(O,P), S(O,P), Su(O)	
<b>BUS 340</b> Business Law	3		F(O), S(O), Su(O)	
<b>BUS 310</b> <sup>1</sup> Business Communications	3	BUS 200; Advisory: ability to key 30 WAM	F, S	CRC Area II(a)
<b>ECON 310</b> Statistics for Business and Economics <b>or</b>	3	MATH 120 or 125	F, S	CRC Area II(b)
<b>STAT 300</b> <sup>(Z)</sup> Introduction to Probability and Statistics	4	MATH 120 or 125	F(O), S(O)	CRC Area II(b)
<b>CRC Area I- Humanities</b> <sup>(Z)</sup>	3		F, S, Su	CRC Area I

<sup>(Z)</sup> At least one section of this course is offered with free textbooks and is labeled as zero textbook costs (ZTC). If it is a GE area class or elective, there may be several ZTC offerings to fulfill the GE requirement. Use the Free Textbook filter to find these courses. Learn more on the [ZTC page of the college website](#).

<sup>1</sup> BUS 310 suggested to meet Written Competency, GE Area II(a), and program requirements.

### Semester 2

**15 Units**

COURSE	UNITS	PRE-REQS <sup>^</sup>	SEMESTERS OFFERED*	GE AREA
<b>MKT 300</b> <sup>(Z)</sup> Principles of Marketing	3		F(O), S(O), Su(O)	
<b>ECON 302</b> <sup>(Z)</sup> Principles of Macroeconomics	3	MATH 100 or 102 or 1 yr of HS Elem Algebra	F(O), S(O), Su(O)	CRC Area V(b)

## Career

### Options/Outlook:

General & Operations Managers plan, direct, or coordinate the operations of public or private sector organizations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services. **Career opportunities may require more than an associate degree.**

### A sample of reported job titles:

Bakery Manager, Delicatessen Manager, Department Manager, Department Supervisor, Grocery Manager, Key Carrier, Meat Department Manager, Parts Sales Manager, Shift Manager, Store Manager

### Projected job openings in California (2020-2030):

30,940

### Projected growth in California (2020-2030):

19% growth

COURSE	UNITS	PRE-REQS <sup>^</sup>	SEMESTERS OFFERED*	GE AREA
<b>CRC Area V(a)-American Institutions</b> <b>Z</b>	3		F, S, Su	CRC Area V(a)
<b>CRC Area III(a)-Physical Edu Activity</b> <b>Z</b>	1		F, S, Su	CRC Area III(a)
<b>CRC Area III(b)-Life Development Skills<sup>1</sup></b> <b>Z</b>	2		F, S, Su	CRC Area III(b)
<b>Elective<sup>2</sup></b>	3		F, S, Su	

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<sup>1</sup> Suggestion-MGMT 498 Work Experience in Management (1-4 units); F(O,P), S(O), Su(O).

<sup>2</sup> Suggestion-MKT 314 Advertising (3 units); Check Class Schedule for offering. Units needed to total 60 units for graduation. Refer to [Course Number](#) for the appropriate course level necessary for the degree.

## Year 2

### Semester 3

16 Units

COURSE	UNITS	PRE-REQS <sup>^</sup>	SEMESTERS OFFERED*	GE AREA
<b>MGMT 372</b> Human Relations and Organizational Behavior	3		F(O)	
<b>ACCT 301</b> <b>Z</b> Financial Accounting	4	Advisory: ACCT 101, BUS 105, MATH 120 or MATH 125	F(O,P), S(O)	CRC Area II(b)
<b>CISC 310</b> <b>Z</b> Introduction to Computer Information Science	3	Advisory: familiar with basic functions of word process, spreadsheet, web browser software applications	F(O,P), S(O,P)	CRC Area II(b) or III(b)
<b>MGMT 308</b> Personnel and Human Resources Management	3		F(O)	
<b>Elective<sup>1</sup></b>	3		F, S, Su	

## Median Salary in California with advanced degree (2021):

\$107,850/yr

### Source:

<https://www.onetonline.org/link/summary/11-1021.00>

### Transfer notes:

Please meet with a counselor for specific transfer course evaluation or transferring to a specific 4-year institution.

## General Education (GE):

Non-specified GE courses identified by CRC Area, CSU Area or IGETC Area without pre- or co-requisite can be taken at any semester.

## The program map also meets

the **Certificate of Achievement in Marketing** Students have the option to select a minimum of 3 units from:

- BUS 310 Business Communications (3u),
- BUS 330 Managing Diversity in the Workplace(3u),
- BUS 350 Small Business Mgt/Entrepreneurship (3u),
- MKT 495 Independent Studies in MKT, or
- MKT 498 Work Experience in MKT (1-4 u)

the **Certificate of Achievement in Management**.

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<sup>1</sup> Suggestion-MKT 310 Selling Professionally (3 units); F(O,P) or Su(O). Units needed to total 60 units for graduation. Refer to [Course Number](#) for the appropriate course level necessary for the degree.

## Semester 4

13-14 Units

COURSE	UNITS	PRE-REQS <sup>^</sup>	SEMESTERS OFFERED*	GE AREA
<b>BUS 350</b> <b>Z</b> Small Business Management/Entrepreneurship	3		F(O), S(O)	
<b>MGMT 362</b> Techniques of Management	3		S	
<b>CRC Area VI- Ethnic/Multicultural Studies</b> <b>1 Z</b>	3		F, S, Su	CRC Area
<b>CRC Area IV-Natural Science</b> <b>Z</b>	3		F, S, Su	CRC Area
<b>Elective</b> <sup>2</sup>	1-2		F, S, Su	

**Z** At least one section of this course is offered with free textbooks and is labeled as zero textbook costs (ZTC). If it is a GE area class or elective, there may be several ZTC offerings to fulfill the GE requirement. Use the Free Textbook filter to find these courses. Learn more on the [ZTC page of the college website](#).

<sup>^</sup>You must have passed the prerequisite course(s) with a "C" or better; Corequisite must be taken during the same semester; Advisory means it is recommended but not required to enroll in the course.

\*(O) = online available (P) = partially online

<sup>1</sup> Suggestion-BUS 330 Managing Diversity in the Workplace (3 units); F, S(O), Su(O).

<sup>2</sup> Units required are determined by the number of units needed to total 60 units for graduation. Refer to [Course Number](#) for the appropriate course level necessary for the degree.

Students have the option to select a minimum of 3 units from:

- MGMT 308 Personnel & Human Resources Mgt (3u),
- BUS 310 Business Communications (3u),
- BUS 330 Managing Diversity in the Workplace (3u),
- BUS 350 Small Business Mgt/Entrepreneurship (3u),
- ACCT 301 Financial Accounting (3u), or CISC 310 Intro to Computer Info Science (3u)

## Honors option:

The CRC Honors Program is designed specifically for academically accomplished students and for students with the potential for high achievement. Students who complete 15 units or more in honors-designated courses will earn special recognition as an Honors Scholar, a distinction that may entitle the student to guaranteed transfer and scholarship opportunities at select transfer colleges and universities.

## About this program map:

This program map represents one possible pathway to complete the program. Please see a counselor to create an education plan customized to meet your needs. This map is not a guarantee of course availability or financial aid applicability.

## For this degree:

Students can choose a minimum of 6 units from BUS 310, BUS 330, BUS 350, MGMT 308, MGMT 495, MGMT 498 and

A minimum of 3 units from: CISC 310, CISA 305, CISA 308, CISA 315, CISA 320

## Zero Textbook Costs (ZTC):

The Zero Textbook Costs designation and logo are added to any course that provides free access to all required instructional materials. These are typically shared with students through Canvas. Courses that are designated as ZTC may still require students to purchase supplemental materials such as lab coats, a calculator, art supplies, etc. See full definitions and searching tips on the [Zero Textbook Costs](#) page of the college website.

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