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^	SEMESTERS OFFERED*	GE AREA
BUS 300 Z Introduction to Business	3		F(O,P), S(O,P), Su(O)	
BUS 340 Business Law	3		F(O), S(O), Su(O)	
BUS 310[1] Z Business Communications	3	BUS 200; Advisory: ability to key 30 WAM	F, S	
ECON 310 Z Statistics for Business and Economics **or**	3	MATH 120 or 125	F, S	
STAT C1000E Z Introduction to Probability and Statistics	4	MATH 120 or 125	F(O), S(O)	
CRC Area I-Humanities	3		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.

[1] BUS 310 suggested to meet Written Competency, GE Area II(a), and program requirements.

Semester 2

15 Units

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

COURSE	UNITS	PRE-REQS^	SEMESTERS OFFERED*	GE AREA
MKT 300 Z Principles of Marketing	3		F(O), S(O), Su(O)	
ECON 302 Z Principles of Macroeconomics	3	MATH 100 or 102 or 1 yr of HS Elem Algebra	F(O), S(O), Su(O)	
CRC Area V(a)-American Institutions	3		F, S, Su	
CRC Area III(a)-Physical Edu Activity	1		F, S, Su	
CRC Area III(b)-Life Development Skills [1]	2		F, S, Su	
Elective [2]	3		F, S, Su	

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[1] Suggestion-MGMT 498 Work Experience in Management (1-4 units); F(O,P), S(O), Su(O).

[2] 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^	SEMESTERS OFFERED*	GE AREA
MGMT 372 Human Relations and Organizational Behavior	3		F(O)	
ACCT 301 Z Financial Accounting	4	Advisory: ACCT 101, BUS 105, MATH 120 or MATH 125	F(O,P), S(O)	

Projected growth in California (2020-2030):

19% growth

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),

COURSE	UNITS	PRE-REQS^	SEMESTERS OFFERED*	GE AREA
CISC 310 Z 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)	
MGMT 308 Personnel and Human Resources Management	3		F(O)	
Elective[1]	3		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.

[1] 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^	SEMESTERS OFFERED*	GE AREA
BUS 350 Z Small Business Management/Entrepreneurship	3		F(O), S(O)	
MGMT 362 Techniques of Management	3		S	
CRC Area VI-Ethnic/Multicultural Studies[1]	3		F, S, Su	
CRC Area IV-Natural Science	3		F, S, Su	
Elective[2]	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.

- 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.**

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

^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

[1] Suggestion-BUS 330 Managing Diversity in the Workplace (3 units); F, S(O), Su(O).

[2] 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.

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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