



Management in Business Certificate

This certificate provides an overview of business fundamentals for students interested in most business occupations. Topics include management techniques, human resources, and organizational behavior. Students wanting to earn an A.A. degree in Business, General can do so by taking additional courses beyond the 18 units required for this certificate. Please seek advice from your counselor to verify the correct courses to take toward the A.A. degree.

Total Units: 18

First Year

Semester 1

9 Units

COURSE	UNITS	PRE-REQS [^]	SEMESTERS OFFERED*
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)
MGMT 372 ¹ Human Relations and Organizational Behavior	3		F(O)

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](#).

Semester 2

9 Units

COURSE	UNITS	PRE-REQS [^]	SEMESTERS OFFERED*
MKT 300 Z Principles of Marketing	3		F(O), S(O), Su(O)
MGMT 362 Techniques of Management	3		S
3 units from Lisa A	3	See List A	See List A

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](#).

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 in nature 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

^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

List A

List A-a minimum of 3 units from the following

COURSE	UNITS	PRE-REQS^	SEMESTERS OFFERED*
ACCT 301 Z Financial Accounting	4	Advisory: ACCT 101, BUS 105, MATH 120 or MATH 125	F(O,P), S(O)
BUS 310 Z Business Communications	3	BSU 100; Advisory: ability to key 30 WAM	F, S
BUS 330 Z Managing Diversity in the Workplace	3		F, S(O), Su(O)
BUS 350 Z Small Business Management/Entrepreneurship	3	F(O), S(O)	
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)

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](#).

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.

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.

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.

Catalog Year: 2025-2026
Published September 29,
2025

Counselor Contact: Chris Torres | Faculty Contact: Man Phan