

This program roadmap represents one possible pathway to complete the program. **Please see a counselor** to create an education plan that is customized to meet your needs. This roadmap is not a guarantee of course availability or financial aid applicability. For counseling appointments call 916.608.6510.

Total Units: 17

## First Year

### Semester 1

7 Units

| COURSE  | UNITS | PRE-REQS^ | SEMESTERS OFFERED* |
|---|-------|-----------|--------------------|
| <b>ACCT 301</b> <sup>Z</sup><br>Financial Accounting    | 4     |           | F, S               |
| <b>BUS 300</b> <sup>Z</sup><br>Introduction to Business | 3     |           | F, S               |

<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](#).

### Semester 2

10 Units

| COURSE   | UNITS | PRE-REQS^ | SEMESTERS OFFERED* |
|--|-------|-----------|--------------------|
| <b>MGMT 362</b><br>Techniques of Management                                  | 3     |           | F, S               |
| <b>MGMT 372</b><br>Human Relations and Organizational Behavior <b>or</b>     | 3     |           | F, S               |
| <b>POLS C1000</b> <sup>Z</sup><br>American Government and Politics <b>or</b> | 3     |           | F, S               |
| <b>PRJMGMT 300</b><br>Introduction to Project Management <b>or</b>           | 3     |           | F, S               |
| <b>MGMT 498</b> <sup>Z</sup><br>Work Experience in Management                | 3     |           |                    |
| <b>ACCT 311</b> <sup>Z</sup><br>Managerial Accounting                        | 4     | ACCT 301  | F, S               |

<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](#).

## Notes

- This program is designed for students interested in careers in state, county, or municipal governments and community based non-profit organizations. The curriculum focuses on various competency areas for those wishing either to upgrade their managerial skills or enhance their existing abilities. This program prepares students entering Civil Service careers.

## 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.