

Management

Overview

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. Managers help organizations achieve their objectives through effective planning, organizing, directing, and controlling. The management program attempts to develop an understanding of the importance and diversity of its related fields. This program prepares students for entry into a company management training program and upgrades the skills of those already working in industry, allowing them to advance to supervisory positions. Students planning vocations in personnel services or analyst positions in state or federal government service should also consider this degree program.

Program Maps

A.A./A.S. Degrees

[Management A.A. Degree Map \(/academics/programs-and-majors/management-aa-degree-map\)](/academics/programs-and-majors/management-aa-degree-map)

Certificates

[Management in Business Certificate Map \(/academics/programs-and-majors/management-in-business-certificate-map\)](/academics/programs-and-majors/management-in-business-certificate-map)

Dean

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Career and Academic Community

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Associate Degree

A.A. in Management

This program provides an overview of business fundamentals for students interested in most business occupations. Topics include management communication, human resources, organizational behavior, and diversity management.

Catalog Date: August 1, 2024

Degree Requirements

COURSE CODE	COURSE TITLE	UNITS
BUS 300	Introduction to Business	3
BUS 340	Business Law	3
ACCT 301	Financial Accounting	4
ECON 302	Principles of Macroeconomics	3
MKT 300	Principles of Marketing	3
MGMT 362	Techniques of Management	3
MGMT 372	Human Relations and Organizational Behavior	3
A minimum of 6 units from the following:		6
BUS 310	Business Communications (3)	
BUS 330	Managing Diversity in the Workplace (3)	
BUS 350	Small Business Management/Entrepreneurship (3)	
MGMT 308	Personnel and Human Resources Management (3)	

COURSE CODE	COURSE TITLE	UNITS
MGMT 495	Independent Studies in Management (1 - 3)	
MGMT 498	Work Experience in Management (0.5 - 4)	
A minimum of 3 units from the following:		3
CISC 310	Introduction to Computer Information Science (3)	
CISA 305	Beginning Word Processing (2)	
CISA 315	Introduction to Electronic Spreadsheets (2)	
CISA 320	Introduction to Database Management (1)	
Total Units:		31

The Management Associate in Arts (A.A.) degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See CRC graduation requirements.

Student Learning Outcomes

Upon completion of this program, the student will be able to:

- Incorporate leadership skills and abilities that are effective in managing a multicultural workforce.
- Analyze practical business problems.
- Apply current management philosophies to current management problems.
- Integrate management principles in relationship to finance, personnel, products, services and information.
- Communicate effectively verbally and in writing in various business settings.
- Utilize critical thinking and research skills in the evaluation of alternative solutions.

Certificate of Achievement

Management in Business Certificate

This Certificate of Achievement 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 the 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 towards the A.A degree.

Catalog Date: August 1, 2024

Certificate Requirements

COURSE CODE	COURSE TITLE	UNITS
MGMT 362	Techniques of Management	3
MGMT 372	Human Relations and Organizational Behavior	3
BUS 300	Introduction to Business	3
MKT 300	Principles of Marketing	3
BUS 340	Business Law	3
A minimum of 3 units from the following:		3
MGMT 308	Personnel and Human Resources Management (3)	
BUS 310	Business Communications (3)	
BUS 330	Managing Diversity in the Workplace (3)	
BUS 350	Small Business Management/Entrepreneurship (3)	
ACCT 301	Financial Accounting (4)	
CISC 310	Introduction to Computer Information Science (3)	
Total Units:		18

Student Learning Outcomes

Upon completion of this program, the student will be able to:

- P-SLO 1: Skills/Knowledge: Demonstrate skill and comprehension in respective subject areas as indicated by course outcomes
- Incorporate leadership skills and abilities that are effective in managing a multicultural workforce
- Apply current management techniques to resolving personnel and organizational problems in the work place
- P-SLO 2: Critical Thinking Skills: Demonstrate the ability to think critically and analyze problems
- Integrate management principles in relationship to finance, personnel, products, services and information

Career Information

First-line Supervisor or Manager in general business or government service settings.

Management (MGMT) Courses

MGMT 295 Independent Studies in Management

Units: 1 - 3
Hours: 54 - 162 hours LAB
Prerequisite: None.
Catalog Date: August 1, 2024

An independent studies project involves an individual student or small group of students in study, research, or activities beyond the scope of regularly offered courses. See the current catalog section of "Special Studies" for full details of Independent Studies.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- SLO #1: Actively engage in intellectual inquiry beyond that required in order to pass a course of study (College Wide Learning Outcome – Area 4).
- Discuss and outline a proposal of study (that can be accomplished within one semester term) with a supervising instructor qualified within the discipline.
- Design an independent study (to be completed individually or by collaboration of a small group) to foster special knowledge, skills, and experience that are not available in any one regularly scheduled course.
- Use information resources to gather discipline-specific information.
- SLO #2: Utilize modes of analysis and critical thinking to apply theoretical perspectives and/or concepts in the major discipline of study to significant problems and/or educational activities (College Wide Learning Outcome – Area 3).
- Analyze and apply the knowledge, skills and experience that are involved in the independent study to theoretical perspectives and/or concepts in the major discipline of study.
- Explain the importance of the major discipline of study in the broader picture of society.
- SLO #3: Communicate a complex understanding of content matter of the major discipline of study (College Wide Outcome – Area 3).
- Demonstrate competence in the skills essential to mastery of the major discipline of study that are necessary to accomplish the independent study.
- SLO #4: Identify personal goals and pursue these goals effectively (College Wide Outcome – Area 4).
- Utilize skills from the "academic tool kit" including time management, study skills, etc., to accomplish the independent study within one semester term.

MGMT 299 Experimental Offering in Management

Units: 0.5 - 4
Prerequisite: None.
Catalog Date: August 1, 2024

This is the experimental courses description.

MGMT 308 Personnel and Human Resources Management

Units: 3
Hours: 54 hours LEC
Prerequisite: None.
Transferable: CSU
Catalog Date: August 1, 2024

This course presents the student with the materials necessary to begin the complex study and analysis of such areas as civil rights, labor law, the personnel "Human Resources" organization and various management theories currently found in both public and private sector organization.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- SLO 1: DEMONSTRATE SKILL AND COMPREHENSION IN PERSONNEL AND HUMAN RESOURCES MANAGEMENT.
- Evaluate the role of the human resource management in public and private organizations.
- Explain the key challenges to personnel and human resource management in developing the flexible and skilled workforce needed in governmental and private organizations.
- Evaluate the impact of cost pressures on human resource policies.
- SLO 2: EXAMINE AND DEMONSTRATE APPROPRIATE RESPONSES TO PERSONNEL AND HUMAN RESOURCES MANAGEMENT DECISIONS
- Analyze and decide upon the use of personnel recruitment and selection methods for different sets of conditions.

- Compare and contrast various performance appraisal techniques, explaining the advantages and disadvantages of each.
- SLO 3: DEMONSTRATE THE ABILITY TO THINK CRITICALLY AND ANALYZE PROBLEMS
- Explain how careful and astute management of human resources can result in better job performance. Analyze the dynamics and legal foundations of labor and management relations.
- Analyze the dynamics and legal foundations of labor and management relations.

MGMT 362 Techniques of Management

Units:	3
Hours:	54 hours LEC
Prerequisite:	None.
Transferable:	CSU
Catalog Date:	August 1, 2024

This is a basic course in management that introduces a variety of modern management concepts. This course includes the basic management functions of planning, organization, staffing, leadership, and control. In addition, such concepts as team development, communication, business ethics, and global management perspectives will be discussed.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- SLO 1: DEMONSTRATE SKILL AND COMPREHENSION IN TECHNIQUES OF MANAGEMENT (AS INDICATED BY COURSE OUTCOMES).
- Recognize the duties that managers must accomplish in order to facilitate work accomplishments by people in organizations.
- Identify the five functions of management and apply the planning, organization, staffing, leadership roles, and controlling functions in a variety of real-life business situations.
- Define various organizational design essentials.
- Describe the various approaches to modern job enrichment.
- Explain the concept that organizations are a collection of people working together to a common purpose.
- SLO 2: EXAMINE AND DEMONSTRATE APPROPRIATE RESPONSES TO KEY DIVERSITY ISSUES IN THE WORKPLACE.
- Describe the needed management activities to meet the demands and needs of an increasingly diverse work force.
- SLO 3: DEMONSTRATE THE ABILITY TO THINK CRITICALLY AND ANALYZE PROBLEMS.
- Describe a variety of current management philosophies to current management problems.
- Describe why technological changes may require the manager to become a "knowledge worker."
- Evaluate the impact of TQM in the modern management process.
- Categorize and evaluate the various Process Theories of Motivation; such as, Maslow, Alderfer, Hersberg, McGregor, and McClelland.

MGMT 372 Human Relations and Organizational Behavior

Units:	3
Hours:	54 hours LEC
Prerequisite:	None.
Transferable:	CSU
Catalog Date:	August 1, 2024

Effective human interaction principles that build confidence, competence and positive attitudes in work organizations are learned in this course. Topics that include the basis for human behavior, perception, communication, motivation, performance improvement, group behavior, ethics and social responsibility are major areas of emphasis. This course emphasizes the psychology of human relations management.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- SLO 1: DEMONSTRATE SKILL AND COMPREHENSION IN TECHNIQUES OF MANAGEMENT IN TERMS OF HUMAN RELATIONS AND ORGANIZATIONAL BEHAVIOR (AS INDICATED BY COURSE OUTCOMES).
- Utilize major approaches to understanding people at work.
- Describe theories of human behavior at work.
- Describe an effective philosophy of human behavior in the workplace of a professional setting.
- SLO 2: DEMONSTRATE THE ABILITY TO THINK CRITICALLY AND ANALYZE PROBLEMS.
- Apply skills in effective human interaction within the workplace.
- Analyze employee performance and determine performance improvement (in such areas as goal orientation, innovation and creativity, constructive discipline, delegation and responsibility).

MGMT 495 Independent Studies in Management

Units:	1 - 3
Hours:	54 - 162 hours LAB

Prerequisite:	None.
Transferable:	CSU
Catalog Date:	August 1, 2024

An independent studies project involves an individual student or small group of students in study, research, or activities beyond the scope of regularly offered courses. See the current catalog section of "Special Studies" for full details of Independent Studies.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- SLO #1: Actively engage in intellectual inquiry beyond that required in order to pass a course of study (College Wide Learning Outcome – Area 4).
- Discuss and outline a proposal of study (that can be accomplished within one semester term) with a supervising instructor qualified within the discipline.
- Design an independent study (to be completed individually or by collaboration of a small group) to foster special knowledge, skills, and experience that are not available in any one regularly scheduled course.
- Use information resources to gather discipline-specific information.
- SLO #2: Utilize modes of analysis and critical thinking to apply theoretical perspectives and/or concepts in the major discipline of study to significant problems and/or educational activities (College Wide Learning Outcome – Area 3).
- Analyze and apply the knowledge, skills and experience that are involved in the independent study to theoretical perspectives and/or concepts in the major discipline of study.
- Explain the importance of the major discipline of study in the broader picture of society.
- SLO #3: Communicate a complex understanding of content matter of the major discipline of study (College Wide Outcome – Area 3).
- Demonstrate competence in the skills essential to mastery of the major discipline of study that are necessary to accomplish the independent study.
- SLO #4: Identify personal goals and pursue these goals effectively (College Wide Outcome – Area 4).
- Utilize skills from the "academic tool kit" including time management, study skills, etc., to accomplish the independent study within one semester term.

MGMT 498 Work Experience in Management

Units:	0.5 - 4
Hours:	27 - 216 hours LAB
Prerequisite:	None.
Enrollment Limitation:	Students must be in a paid or unpaid internship, volunteer position or job related to career goals in Management.
Transferable:	CSU
General Education:	AA/AS Area III(b)
Catalog Date:	August 1, 2024

This course provides students with opportunities to develop marketable skills in preparation for employment in their major field of study or advancement within their career. It is designed for students interested in work experience and/or internships in transfer level degree occupational programs. Course content includes understanding the application of education to the workforce; completion of required forms which document the student's progress and hours spent at the work site; and developing workplace skills and competencies. Appropriate level learning objectives are established by the student and the employer. During the semester, the student is required to participate in a weekly orientation and complete 27 hours of related work experience for 0.5 unit. An additional 27 hours of related work experience is required for each additional 0.5 units. Students may take up to 16 units total across all Work Experience course offerings. This course may be taken up to four times when there are new or expanded learning objectives. Only one Work Experience course may be taken per semester.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- SLO #1 DEMONSTRATE AN UNDERSTANDING AND APPLICATION OF PROFESSIONAL WORKPLACE BEHAVIOR IN A FIELD OF STUDY RELATED ONE'S CAREER.
- Understand the effects time, stress, and organizational management have on performance.
- Demonstrate an understanding of consistently practicing ethics and confidentiality in a workplace.
- Examine the career/life planning process and relate its relevance to the student.
- Demonstrate an understanding of basic communication tools and their appropriate use.
- Demonstrate an understanding of workplace etiquette.
- SLO #2 DESCRIBE THE CAREER/LIFE PLANNING PROCESS AND RELATE ITS RELEVANCY TO ONE'S CAREER.
- Link personal goals to long term achievement.
- Display an understanding of creating a professional first impression.
- Understand how networking is a powerful job search tool.
- Understand necessary elements of a résumé.
- Understand the importance of interview preparation.
- Identify how continual learning increases career success.
- SLO #3 DEMONSTRATE APPLICATION OF INDUSTRY KNOWLEDGE AND THEORETICAL CONCEPTS AS WRITTEN IN LEARNING OBJECTIVES IN PARTNERSHIP WITH THE EMPLOYER WORK SITE SUPERVISOR.

MGMT 499 Experimental Offering in Management

Units:	0.5 - 4
Prerequisite:	None.

Transferable: CSU
Catalog Date: August 1, 2024

This is the experimental courses description.

Faculty

Career Education

This major is part of CRC's Career Education (CE) Program. Request assistance from Career Education by dropping us a line!

[Request CE Services](#) (~~//ACADEMICS/CAREER-EDUCATION/REQUEST-CAREER-EDUCATION-SERVICES-FORM~~)