



## BUS - Management Associate of Arts Degrees

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.

### SUGGESTED PROGRAM COURSE SCHEDULE

#### SEMESTER 1

**15-16 UNITS**

Course	Units	Pre-Reqs <sup>^</sup>	Semesters offered*	GE Area
<b>BUS 300</b> Intro to Business	3		F(O), S(O), Su(O)	
<b>BUS 340</b> Business Law	3		F(O), S(O), Su(O)	
<b>CRC Area II(a)</b> suggestion: <b>BUS 310</b> Business Communications	3	BUS 100; Advisory: ability to key 30 wam	F, S	CRC Area II(a)
<b>CRC Area II(b)</b> suggested: <b>ECON 310</b> Economic Statistics or <b>STAT 300</b> Intro to Prob & Stat	3 4	MATH 120 or 125  MATH 120 or 125	F, S  F(O), S(O)	CRC Area II(b)
<b>CRC Area I</b> Humanities Or taken in summer	3		F, S, Su	CRC Area I

#### SEMESTER 2

**15 UNITS**

Course	Units	Pre-Reqs <sup>^</sup>	Semesters offered*	GE Area
<b>MKT 300</b> Prin of Marketing	3		F(O), S(O), Su(O)	
<b>Elective-suggestion:</b> <b>MKT 314/ RTVF 376</b> Advertising	3		Check Class Schedule for Offering	
<b>ECON 302</b> Prin of Macro Econ	3	MATH 100 or 102 or 1 yr of HS Elem Algebra	F(O), S(O), Su(O)	CRC Area V(b)
<b>CRC Area V(a)</b> American Insitution Or taken in summer	3		F, S, Su	CRC Area V(a)
<b>CRC Area III(a)</b> Physical Edu Activity Or taken in summer	1		F, S, Su	CRC Area III(a)
<b>Elective-suggest:</b> <b>MGMT 498</b> Work Exp in Mgmt	2		F(O,H), S(O), Su(O)	CRC Area III(b)

<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 (H) = hybrid available

**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 two years of college study.**

#### A sample of reported job titles:

Business Manager, Facilities Manager, Facility Manager, General Manager (GM), Operations Director, Operations Manager, Plant Manager, Plant Superintendent, Production Manager, Store Manager

**Projected job opening in California (2016-2026):**  
25,860

**Projected growth:**  
Average (5%-9%)

#### Salary in California:

Median wage (2017) with advanced degree: \$111,390/yr  
Source:

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

**SEMESTER 3**

**16 UNITS**

Course	Units	Pre-Reqs <sup>^</sup>	Semesters offered*	GE Area
<b>MGMT 372</b> Human Relations & Organizational Behavior	3		F(O)	
<b>ACCT 301</b> Financial Accounting	4	Advisory: ACCT 101, BUS 105, or MATH 120 or 125	F(O,H)m S(O)	CRC Area II(b)
<b>CISC 310</b> Intro to Computer Information Science	3	Advisory: BUSTEC 302 or keyboard 25 wam or better	F(O,H), S(O,H)	CRC Area II(b) or III(b)
<b>MGMT 308</b> Personnel & Human Resource Management	3		F(O)	
<b>Elective</b> Suggestion: <b>MKT 310</b> Selling Professionally	3		F, S, Su  F(O,H) or Su(O)	

**SEMESTER 4**

**13-14 UNITS**

Course	Units	Pre-Reqs <sup>^</sup>	Semesters offered*	GE Area
<b>BUS 350</b> Small Business Management/ Entrepreneurship	3		F(O), S(O)	
<b>MGMT 362</b> Techniques of Management	3		S	
<b>CRC Area VI</b> Ethnic/Multicultural Studies suggestion: <b>BUS 330</b> Managing Diversity in the Workplace. Or taken in summer	3		F, S(O), Su(O)	CRC Area VI
<b>CRC Area IV</b> Natural Sciences	3		F, S, Su	CRC Area IV
<b>Elective</b>	1-2		F, S, Su	

<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 (H) = hybrid available

**For the 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.

**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.

**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.

**Courses in red** meet the requirement for 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)

**Courses in blue** meet the requirement for the Certificate of Achievement in Management in Business. 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)