

Management

30 unit certificate • 60 unit degree

The Management program generally prepares individuals to plan, organize, direct and control the functions & processes of a firm or organization with an emphasis on people as the most important asset of a business.

Required Courses (to earn certificate)

MAG-44 Principles of Management (3 units)*

For those who are in management, preparing for a potential promotion or interested in the management process.

ACC-1A Principles of Accounting, I (3 units)*

Advisory: BUS-20

Introduction to accounting principles and practice.

BUS-10 Introduction to Business (3 units)*

Scope, function, and organization of contemporary business.

BUS-18A Business Law I (3 units)*

The social and practical basis of the law.

BUS-20 Business Mathematics (3 units)*

Introduction to quantitative approaches for solving common business problems using general mathematics and first degree equations.

BUS-22 Management Communications (3 units)*

Advisory: CAT-30

Examines the dynamics of organizational communication including a cross cultural emphasis. Practical experience is attained in verbal, non-verbal and interpersonal communication. Includes business report writing, letter writing and resume writing.

OR

BUS-24 Business Communications (3 units)*

Prerequisite: ENG-1A or 1AH

Examines the dynamics of organizational communication including a cross cultural emphasis.

CIS-1A Introduction to Computer Information Systems (3 units)*

Examination of information systems and their role in business. Focus on information systems, database management systems, networking, e-commerce, ethics and security, computer systems hardware and software components.

OR

BUS/CIS/CAT-3 Computer Applications for Business (3 units)*

Examination of information systems and their role in business.

Plus, an additional 9 units from the following courses: (Offered at RCC only), MAG/BUS-47 Applied Business & Management Ethics (3 units)*, MAG-53 Human Relations (3 units), MAG-56 Human Resources Management (3 units)*, MAG-60 Intro to Hospitality Management (3 units) (Offered at RCC only), MAG-200 Management Work Experience (1-4 units)*, BUS-48 International Management (3 units) (Offered at RCC only)

Some of these courses have prerequisites or advisories. Refer to College Catalog for more information.

*This class transfers toward one or more CSUSB or CalPoly majors. Visit www.assist.org or the Counseling office for details.

Management

Tuition \$46/unit • Duration of Study: 16 months

An AS Degree in Business Administration with a concentration in Management will be awarded upon completion of the required courses (30 units) plus the General Education requirements. Please refer to the College Catalog or visit the Counseling Center.

Job & Wage Information

- General and Operations Managers
Wage Range*: \$33.10-\$69.87
9% increase in employment expected in CA 2019-2029; 27,400 openings annually
More info: <http://bit.ly/GenMgrNC>
- Office Manager
Wage Range*: \$22.52-35.71
2% increase in employment expected in CA 2019-2029; 19,180 openings annually
More info:
<http://bit.ly/OfficeCoordinatorNC>

*2020, Riverside/Ontario/San Bernardino Metro Area

What type of interests might be a good fit for this career choice?



Enterprising

People who like to influence, persuade, lead and manage. Enjoys leadership positions and broad responsibilities.

For more information on careers that fit this category of interests, visit the Career Center in the Center for Student Success.

What's Your School?

SCHOOL OF
Business &
Management

Visit www.norcocollege.edu/business for more information about this program.