

# Management

## Overview

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Folsom Lake College's broad-based management curriculum offers introductory and specialized courses ranging from studies of 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.

## Career Options

- Branch Manager
- Department Manager
- Entrepreneur
- Front-line Supervisor
- Office Manager
- Plant Manager
- Project Manager
- Purchasing Agents and Buyers
- Purchasing Clerk
- Purchasing Managers
- Shift Supervisor
- Small Business Owner/Manager

*Some career options may require more than two years of college study.*

## Highlights

- Additional training in courses acceptable as electives for civil service professional occupations
- Hands-on experience in the use of computers for business purposes
- Opportunities for work experience in local industry, business, and government
- A lab with tutorial assistance

## Program Maps

[Business and Management Undecided Major \(/frc/main/doc/instruction/program-maps/Business-Undecided-major.pdf\)](/frc/main/doc/instruction/program-maps/Business-Undecided-major.pdf)

[Public Management/Civil Service, A.A Degree \(/frc/main/doc/instruction/program-maps/Public-ManagementCivil-Service-AA.pdf\)](/frc/main/doc/instruction/program-maps/Public-ManagementCivil-Service-AA.pdf)

[Public Management/Civil Service, Certificate \(/frc/main/doc/instruction/program-maps/Public-Management-Certificate.pdf\)](/frc/main/doc/instruction/program-maps/Public-Management-Certificate.pdf)

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 Department Chair [C.D. Vickrey \(/about-us/contact-us/faculty-and-staff-directory/cd-vickrey\)](/about-us/contact-us/faculty-and-staff-directory/cd-vickrey)  
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## Associate Degree

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### A.A. in Public Management/Civil Service

This program is designed for students interested in careers in state, county, or municipal governments and community-based nonprofit 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 for careers in civil service. The courses in the program are transferable to the CSU system.

**Catalog Date:** June 1, 2020

## Degree Requirements

COURSE CODE	COURSE TITLE	UNITS
ACCT 301	Financial Accounting	4
BUS 340	Business Law	3
COMM 301	Introduction to Public Speaking	3
ECON 302	Principles of Macroeconomics	3
MGMT 315	Government Relations and Policy Development	3
STAT 300	Introduction to Probability and Statistics	4
<b>A minimum of 3 units from the following:</b>		<b>3</b>
MGMT 372	Human Relations and Organizational Behavior (3)	
or ACCT 311	Managerial Accounting (4)	
or PRJMG 300	Introduction to Project Management (3)	
MGMT 310	Introduction to Public Management	3
<b>Total Units:</b>		<b>26</b>

*The Public Management/Civil Service 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 FLC graduation requirements.*

## Student Learning Outcomes

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

- provide a comprehensive introduction of the theoretical and practical field of public management.
- develop an understanding of the role of the public manager as it relates to organizational relations, leadership, ethics, fiscal management and policy-making.
- develop an understanding of the political, intergovernmental, and external environments in which public managers operate.
- enhance the students' academic writing skills for public sector employment.
- prepare students with the skills and knowledge to work in the public and nonprofit sectors.

## Career Information

Program career opportunities include entry level public and non-profit agency careers including Public or Civil Service Program Analyst, Public or Civil Service Program Specialist, Public or Civil Service Program Officer, Non-Profit Agency Worker, Auditor, and Non-Profit Agency Assistant Director.

## Certificate of Achievement

### Public Management/Civil Service Certificate

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.

**Catalog Date:** June 1, 2020

## Certificate Requirements

COURSE CODE	COURSE TITLE	UNITS
ACCT 301	Financial Accounting (4)	4
BUS 300	Introduction to Business (3)	3
or BUS 310	Business Communications (3)	
MGMT 310	Introduction to Public Management (3)	3
or MGMT 362	Techniques of Management (3)	
MGMT 315	Government Relations and Policy Development	3
<b>A minimum of 3 units from the following:</b>		<b>3</b>
MGMT 498	Work Experience in Management (1 - 4)	
<b>A minimum of 3 units from the following:</b>		<b>3</b>
ACCT 311	Managerial Accounting (4)	
MGMT 372	Human Relations and Organizational Behavior (3)	
POLS 301	Introduction to Government: United States (3)	
PRJMG 300	Introduction to Project Management (3)	
<b>Total Units:</b>		<b>19</b>

## Student Learning Outcomes

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

- identify the various types of public and Civil Service agencies; their administrative structures, lines of authority, roles and accountability.
- define the various levels, roles and concepts, and functions of public management and Civil Service.
- describe the political, intergovernmental and environmental, and ethical impacts facing public managers.
- distinguish the various federal, state and local fiscal planning cycles and their implications for policy making and program evaluation.
- review the development and management of government budgets, including budget formats, budget cycles, budget processes, operating budgets, analysis of revenue and expenditures, related

expenditure controls, and cash management and accounting.

## Career Information

Program career opportunities include entry level public and non-profit agency careers including Public or Civil Service Program Analyst, Public or Civil Service Program Specialist, Public or Civil Service Program Officer, Non-Profit Agency Worker, Auditor, and Non-Profit Agency Assistant Director.

## Management (MGMT) Courses

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### MGMT 310 Introduction to Public Management

Units:	3
Hours:	54 hours LEC
Prerequisite:	None.
Transferable:	CSU
Catalog Date:	June 1, 2020

This course provides an introduction to the field of public management. It introduces students to the fundamental components of public management including public organizational relations and roles, leadership, ethics, fiscal management and policy making. It also addresses the political, intergovernmental, and external environments in which public managers function.

### Student Learning Outcomes

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

- define the various levels, roles and concepts of public management and develop an understanding of how government works.
- demonstrate the ability to assess public government issues and evaluate ethical dilemmas in public management.
- describe the political, intergovernmental and environmental impacts facing public managers.
- distinguish the various federal, state and local fiscal planning cycles and their implications for policy making and program evaluation.
- research how the key stakeholders of the political process impact the allocation of resources at the management level.

### MGMT 315 Government Relations and Policy Development

Units:	3
Hours:	54 hours LEC
Prerequisite:	None.
Transferable:	CSU
Catalog Date:	June 1, 2020

This course provides a practical overview of the public policy process and its implication for government decision-making. It explores a number of concepts associated with policy analysis and aims to provide students with practical hands-on skills that can be used in a variety of policy settings. Topics covered in this course will include policy writing and research, political lobbying, the legislative process, stakeholder consensus building, and ethics in policy making.

### Student Learning Outcomes

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

- define the functions of public organizations and the interrelations between federal, state, and local agencies.
- identify the various types of public agencies: their administrative structures, lines of authority, roles and accountability.
- research the basic components of strategic planning at the public level including developing mission, core values, and vision statements.
- organize and execute a comprehensive policy analysis including an executive summary, policy background and summary, policy alternatives and cost effectiveness feasibility analysis.
- investigate and define the role of various public organizations and stakeholders in the policy development process, including the legislative process at the state and federal levels.
- demonstrate the ability to review, research, and develop policy documents which include the use of graphic tools.

### MGMT 360 Management Communication

Units:	3
Hours:	54 hours LEC
Prerequisite:	None.
Advisory:	MGMT 362
Transferable:	CSU
General Education:	AA/AS Area II(b)
Catalog Date:	June 1, 2020

This course provides skill training in utilizing communication opportunities in organizations that includes the study of the communication process, the analysis of the barriers to effective oral and written communication, and the development of guidelines to improve interpersonal relations within an organization through the effective methods of oral and written communications.

### Student Learning Outcomes

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

- identify those factors that block the communication process.

- evaluate the importance of effective communications in a multicultural organization, overall organizational performance, efficiency and effectiveness.
- create team productivity through effective communication techniques.

## MGMT 362 Techniques of Management

<b>Units:</b>	3
<b>Hours:</b>	54 hours LEC
<b>Prerequisite:</b>	None.
<b>Transferable:</b>	CSU
<b>Catalog Date:</b>	June 1, 2020

This course is designed for entrepreneurs and other managers as well as those entering mid-management positions. It focuses on primary management functions of planning, organizing, controlling, and leading. Related skills such as time management, cost control, performance evaluation, motivation, communication techniques, and the social responsibility of managers are also emphasized. The course provides a clear understanding of management and leadership tasks as well as skill development in essential management activities.

### Student Learning Outcomes

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

- evaluate the environmental factors that affect the workplace.
- create an effective management tool to better understand leadership, management and business planning while utilizing critical thinking skills.
- analyze the impact of continuous improvement in the modern workplace.

## MGMT 372 Human Relations and Organizational Behavior

<b>Units:</b>	3
<b>Hours:</b>	54 hours LEC
<b>Prerequisite:</b>	None.
<b>Transferable:</b>	CSU
<b>Catalog Date:</b>	June 1, 2020

This course emphasizes the psychology of human relations management. It covers human interaction principles that build confidence, competence, leadership and management plans and positive attitudes in work organizations. Topics include the basis for human behavior, perception, communication, motivation, performance improvement, group behavior, negotiation, ethics and social responsibility.

### Student Learning Outcomes

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

- apply the theories of human behavior at work and in group dynamics.
- assess interpersonal and interpersonal skills in effective human interaction, negotiation and leadership within the workplace.
- analyze major approaches to understanding people and their behavior at work.
- determine the key ingredients that motivate people.

## MGMT 495 Independent Studies in Management

<b>Units:</b>	1 - 3
<b>Hours:</b>	54 - 162 hours LAB
<b>Prerequisite:</b>	None.
<b>Transferable:</b>	CSU
<b>Catalog Date:</b>	June 1, 2020

Please see the current catalog.

### Student Learning Outcomes

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

- none as they are to be determined by the instructor and approved by the curriculum development chairperson.

## MGMT 498 Work Experience in Management

<b>Units:</b>	1 - 4
<b>Hours:</b>	60 - 300 hours LAB
<b>Prerequisite:</b>	None.
<b>Enrollment Limitation:</b>	Student must be in a paid or non-paid internship, volunteer opportunity, or job related to career interests.
<b>Advisory:</b>	ENGWR 101 or ESLW 320
<b>Transferable:</b>	CSU
<b>General Education:</b>	AA/AS Area III(b)
<b>Catalog Date:</b>	June 1, 2020

This course provides students with opportunities to develop marketable skills in preparation for employment or advancement within the field of Management. Course content will include understanding the application of education to the workforce; completing required forms which document the student's progress and hours spent at the work site; and developing workplace skills and competencies. During the semester, the student is required to attend orientation. Students must complete 75 hours of related paid work experience, or 60 hours of related unpaid work experience, for one unit. An additional 75 hours of

related paid work experience or 60 hours of related unpaid work experience is required for each additional unit. The course may be taken for a maximum of 16 units. Students should have access to a computer, the Internet, and some computer media such as a USB drive to store data files. Online students must have an email account. Only one Work Experience course may be taken per semester.

## Student Learning Outcomes

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

- apply industry knowledge and theoretical concepts in a field of study or career as written in the minimum 3 learning objectives created by the student and his/her employer or work site supervisor at the start of the course.
- manage personal career plans and decision making using industry & workforce information and online resources.
- behave professionally and ethically, exhibit adaptability, initiative, self-awareness and self-management as needed.
- exhibit effective communication, collaboration, and leadership skills at work with consideration to workplace dynamics and social and diversity awareness.
- demonstrate critical and creative thinking skills as they apply to the workplace.

## MGMT 499 Experimental Offering in Management

**Units:** 0.5 - 4  
**Prerequisite:** None.  
**Transferable:** CSU  
**Catalog Date:** June 1, 2020

## Faculty

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### C.D. Vickrey

Professor

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## Business and Management

[\(/academics/meta-majors\)](#)

This program is part of the Business and Management meta-major.

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