

# CERTIFICATE OF ACHIEVEMENT



## Management and Supervision

This Certificate of Achievement is designed for the student interested in management or supervisory positions leading to careers in business management. The Certificate of Achievement can be used to upgrade leadership skills and develop organizational skills which can lead to advancement in areas such as operations management, transportation, marketing, materials management, and related fields.

To acquire the **Certificate of Achievement in Management and Supervision**, it is necessary to complete the following courses:

Required Courses		Units	N	IP	C
<b>BUSL 110</b>	Legal Environment of Business	3			
<b>MGMT 101</b>	Introduction to Business	3			
<b>MGMT 105</b>	Elements of Supervision	3			
<b>MGMT 120</b>	Human Relations in Business	3			
<b>MGMT 146</b>	Human Resources Management	3			
<b>MGMT 150</b>	Principles of Management	3			
<b>MRKT 170</b>	Elements of Marketing	3			
<b>Choose one of the following:</b>					
<b>CIT 101</b>	Introduction to Computer Information Technology	3			
<b>MGMT 125</b>	Managerial Computer Applications	3			
<b>Choose one of the following:</b>					
<b>MGMT 108</b>	Business Writing	3			
<b>MGMT 208</b>	*Business Communications	3			
<b>Total units needed for Certificate of Achievement</b>		<b>27</b>			
Units Completed					
*Prerequisite/Corequisite					