

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