

# CERTIFICATE OF ACHIEVEMENT



## BUSINESS MANAGEMENT & 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.

Required Courses	Units	N	IP	C
MGMT 101 Introduction to Business	3			
MGMT 105 Supervision	3			
MGMT 108 Business Communications	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			
BUSL 110 Business Law: Legal Environments	3			
CIT 101 Introduction to Information Systems	3			
<b>Total units needed for Certificate of Achievement</b>	<b>27</b>			
Units Completed				
* Prerequisite				
<i>Courses are not necessarily listed in order of enrollment, see prerequisites</i>				