

## *Management/Supervision Certificate*

Management/supervision focuses on the role of the first-line supervisor. Critical thinking skills are emphasized as business and management theories are explored to enhance decision making, leadership, team building, and motivating employees in a supervisory capacity. Primary management functions of planning, organizing, directing, and organizational change are identified and analyzed.

**Please see a Pathways Counselor:** Create an education plan customized to meet your needs. [Contact a Counselor](#)

### **Transfer Majors/Award Focus**

- Management /Supervision, A.S.
- Management /Supervision Certificate

### **GE Pattern/Units**

- GE Pattern: n/a
- Total Units: 24



**Program maps** indicate the major coursework and recommended general education courses to fulfill your degree in 2 years (approximately 15 units/semester or 30 units/year). If you are a part-time student, start Semester 1 courses and follow the course sequence. Some of the courses listed may be substituted by another course. Please view these options in the official course [catalog](#).

### **Semester 1**

**12 Units**

✓	COURSE	TITLE	UNIT
<input type="checkbox"/>	BADM-103	Introduction to Business	3
<input type="checkbox"/>	CAPP-122	Using Microsoft Excel	3
<input type="checkbox"/>	MGT-760	Elements of Supervision	3
<input type="checkbox"/>	MGT-500	Introduction to Management	3

### **Semester 2**

**12 Units**

✓	COURSE	TITLE	UNIT
<input type="checkbox"/>	BADM-104	Business Communications	3
<input type="checkbox"/>	MGT-505	Organizational Behavior	3
<input type="checkbox"/>	ECON-202	Principles of Microeconomics	3
<input type="checkbox"/>	MGT-538 or MGT-770	Personnel Management or Productivity Management	3

### **Career Options**

Office Clerks (SM, A)  
 Administrative Assistants (A, B)  
 First-Line Supervisors (SM, B)  
 Find more careers: [msjc.emsicc.com](http://msjc.emsicc.com)  
 Required Education: SM: some college; C: Certificate; A: Associate,  
 B: Bachelor's, M: Master's; D: Doctorate



### **Financial Aid**

Financial aid is determined by the number of credit hours you take in a semester. Maximize your financial aid by taking 12-15 units per semester