

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). 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 (formerly MGT-098) | 3 |
| <input type="checkbox"/> | MGT-500 | Introduction to Management (formerly MGT-103) | 3 |

Semester 2

12 Units

| ✓ | COURSE | TITLE | UNIT |
|--------------------------|-----------------------|--|------|
| <input type="checkbox"/> | BADM-104 | Business Communications | 3 |
| <input type="checkbox"/> | MGT-505 | Organizational Behavior (formerly MGT-108) | 3 |
| <input type="checkbox"/> | ECON-202 | Principles of Microeconomics | 3 |
| <input type="checkbox"/> | MGT-538 or MGT-770 | Personnel Management (formerly MGT-138) or Productivity Management (formerly MGT-133) | 3 |

Career Options

- Office Clerks (SM, A)
- Administrative Assistants (A, B)
- First-Line Supervisors (SM, B)

Find more careers: 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