

## Supervision and Management Certificate of Accomplishment - Active

Department: Business

Approval: October 2012

Enrollment in these courses is for those who desire to advance to supervisory and/or management positions in business, government, education, nonprofit, and community-based organizations and also for others who are currently employed as supervisors and desire to upgrade their supervisory skills. Requirements for the Certificate of Accomplishment. Students may obtain the Certificate of Accomplishment in Supervision and Management by completing the following courses with a final grade of C or higher.

### Learning Outcomes

Upon completion of this program, students will be able to:

- Recognize, demonstrate, and articulate an understanding of the principal of organizing, planning, directing, and leading staff.
- Apply up-to-date human resource management systems, processes, and procedures by demonstrating and evaluating practices concerning recruitment and selection, managing performance for added value, maximizing employee contribution, effective employment relations, and delivering equity and fairness.
- Effectively use both verbal and non-verbal communication skills to articulate and deliver clear, concise, coherent, and persuasive messages through barriers.
- Effectively use critical thinking and problem solving processes to produce sound strategic decisions by identifying, comparing, and contrasting information logically, accurately, and quantitatively.
- Demonstrate knowledge and understanding of the challenges facing women in today's business world and the ability to analyze current social and political trends from feminist perspectives as well as the ability to synthesize feminist theory and research with contemporary social problems in order to offer effective and ethical strategies for change.

**Credit Toward Graduation.** All credits that students earn in obtaining the Certificate of Accomplishment in Supervision may be applied toward satisfaction of the requirement for graduation from the college.

The minimum time for completion of this certificate is 2 semesters. Completion time will vary based on student preparation and number of classes completed per semester.

### ***Courses Required for the Certificate of Accomplishment in Supervision and Management***

Course	Units
<b>Required courses:</b>	
MGT 231 - Introduction to Supervision and Management	3.00
MGT 232 - Organizational Behavior for Supervisors	3.00
MGT 233 - Human Resources Management	3.00
MGT 234 - Communication for Business Management	3.00
Total:	12.00
<b>Choose one of the following courses:</b>	
MGT 235 - Organizational Leadership	3.00
MGT 236 - Women Leaders at Work	3.00

	Total:	3.00
	<b>Total:</b>	<b>15.00</b>

Generated on: 5/20/2019 2:54:02 PM