***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](https://www.msjc.edu/hub/)

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](https://catalog.msjc.edu/instructional-programs/).

***Semester 1 12 Units***

|  |  |  |  |
| --- | --- | --- | --- |
| ✔ | COURSE | TITLE | UNIT |
| ⬜ | BADM-103 | Introduction to Business | 3 |
| ⬜ | CAPP-122 | Using Microsoft Excel | 3 |
| ⬜ | MGT-760 | Elements of Supervision (formerly MGT-098) | 3 |
| ⬜ | MGT-500 | Introduction to Management (formerly MGT-103) | 3 |

***Semester 2 12 Units***

|  |  |  |  |
| --- | --- | --- | --- |
| ✔ | COURSE | TITLE | UNIT |
| ⬜ | BADM-104 | Business Communications | 3 |
| ⬜ | MGT-505 | Organizational Behavior (formerly MGT-108) | 3 |
| ⬜ | ECON-202 | Principles of Microeconomics | 3 |
| ⬜ | 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](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