

Program Requirements:

"Program Requirements" specify the courses required for this program. See suggested course sequence for additional information.

A total of 3 units is required for the certificate.

COURSE	TITLE	UNITS
<input type="checkbox"/> BUS 360	Introduction to Supervision	0.5
<input type="checkbox"/> BUS 362	Management: People Skills	0.5
<input type="checkbox"/> BUS 363	Management: Conflict	0.5
<input type="checkbox"/> BUS 365	Managing Teams	0.5
<input type="checkbox"/> BUS 367	Managing Change	0.5
<input type="checkbox"/> BUS 377	Managing Service Quality	0.5

Complete all 6 courses above or

COURSE	TITLE	UNITS
<input type="checkbox"/> BUS 302	Essentials of Management	3

Suggested Course Sequence

The "Suggested Course Sequence" is an example of how to complete the requirements plus any additional general education that may be needed. If you would like to create a personalized Student Education Plan (SEP), schedule a meeting with a counselor.

SPRING SEMESTER (YEAR 1)		
Course	Title	Units
<input type="checkbox"/> BUS 302	Essentials of Management or	3
<input type="checkbox"/> BUS 362	Management: People Skills	0.5
<input type="checkbox"/> BUS 363	Management: Conflict	0.5
<input type="checkbox"/> BUS 365	Managing Teams	0.5
<input type="checkbox"/> BUS 367	Managing Change	0.5
<input type="checkbox"/> BUS 377	Managing Service Quality	0.5
Total Units		3

Tasks:

- Complete Career Exploration
- Meet with Counselor (SEP)
- Visit library & tutoring
- Apply for Certificate with Counseling
- Complete FAFSA or Dream Act by March 2
- Attend Job Fair/Career Exploration Day
- Utilize Job Search Resources