



Certificate of Achievement

BUSINESS ADMINISTRATION: MANAGEMENT



WHAT IS MANAGEMENT AND SUPERVISION

Management in business and organizations is the function that coordinates the efforts of people to accomplish goals and objectives using available resources efficiently and effectively.

What You'll Do

- Apply the process, practice, and theory of management concepts.
- Interpret, analyze, and communicate management issues with measureable data.

CAREER OPPORTUNITIES:

- Marketing Manager
- International Business Manager
- Law Clerk
- Administrative Service Manager
- Store Manager
- Human Resource Manager
- Assistant Administrator
- Executive Assistant

Required Courses:

CAOT 82	
Microcomputer Software Survey in the Office	3
MGMT 2	
Organization and Management Theory	3
MGMT 13	
Small Business Entrepreneurship	3
MGMT 31	
Human Relations For Employees	3
MGMT 33	
Personnel Management	3

TOTAL UNITS 15