



Certificate of Achievement

BUSINESS ADMINISTRATION: MANAGEMENT/SUPERVISION



WHAT IS MANAGEMENT AND SUPERVISION

The action of overseeing and managing employees in the workplace. The main goal of this course is to teach people to work in a supervisory capacity and effectively manage the work force in a company.

Required Courses:

BUS 1	
Introduction to Business	3
BUS 5	
Business Law I	3
CAOT 85	
Microcomputer Office Applications: Spreadsheet	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
SUPV 1	
Elements of Supervision	3
TOTAL UNITS	24

CAREER OPPORTUNITIES:

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

What You'll Do

- Demonstrate communication and analytical skills for business management functions as well as case studies.
- Apply knowledge of the process, practice and theory of management principles.