



Certificate of Achievement

BUSINESS ADMINISTRATION: SUPERVISION



WHAT IS SUPERVISION

Supervision is the responsibility for the day-to-day performance of a small group. The supervisor's job is to guide the group toward its goals, see that all members of the team are productive, and resolve problems as they arise.



What You'll Do

- Apply management planning, organizing, scheduling, and controlling skills supervisory functions.
- Demonstrate effective management skills to prepare for a variety of entry-level supervisory positions.

CAREER OPPORTUNITIES:

- Customer relations manager
- Operations manager
- Retail manager
- Team leader
- Technology project leader
- Sales manager

Required Courses:

CAOT 82	
Microcomputer Software Survey in the Office	3
COOP ED	
Cooperative Work Experience Education	2
SUPV 1	
Elements of Supervision	3
MGMT 2	
Organization and Management Theory	3
MGMT 33	
Personnel Management	3

TOTAL UNITS 14