

# DEGREES & CERTIFICATES

## SUPERVISORY MANAGEMENT CERTIFICATE OF ACHIEVEMENT (CA)

### About the Program

The Certificate of Achievement in Supervisory Management is designed to provide the training and skills necessary to effectively manage diverse groups and individuals. The certificate aims to help individuals, managers, and supervisors develop skills to achieve organizational objectives through the development of human resources management skills. Developing abilities in the areas of mobilization, organization, communication, leadership, evaluation, and adaptation will be a focus.

### Program Goals and Objectives

With the expanding diversity in today's organizations, individuals tasked with supervisory responsibilities must be sensitive to workplace issues and be skilled in interacting with employees and consumers. This Certificate of Achievement in Supervisory Management program is designed to provide supervisors, key carriers, production leads, and managers with the training and skills need to effectively manage individuals and diverse work-groups. Techniques and skills needed to effectively manage subordinates, as individuals and in groups, so the group works well and willingly as a team to achieve organizational objectives will be offered in a thorough and practical manner. The program provides skills and knowledge which are understandable and immediately useful in the workplace. The program is for people seeking careers in supervision and individuals who are aiming for promotion to higher supervisory posts. The elective options allow individuals to determine their program's emphasis. The leadership components added to the certificate support the soft skills and leadership framework needed in today's industry. Individuals pursuing this certificate will develop skills to assess and identify the level of abilities in work groups; improve interpersonal relationships to be more effective and beneficial to the organization; acquire the necessary skills to create work environments that promote engagement and self-fulfillment, both personally and professionally.

### Career Opportunities

An expanding global marketplace means that individuals have growing career options in which to utilize the knowledge and skills learned when studying supervision to work in any field, for a for-profit or not-for-profit entity, in any size or type of organization including large multinational companies either within the United States or internationally.

### Program Outcomes

- Upon completion of the Certificate of Achievement in Supervisory Management, students are able to analyze basic business documents to detect problems within an area of supervision.
- Upon completion of the Certificate of Achievement in Supervisory Management, students are able to demonstrate effective strategies for team work, planning, organizing, leading, and controlling human resources.
- Upon completion of the Certificate of Achievement in Supervisory Management, students are able to identify appropriate information compilation, reporting, storage and retrieval systems for common business situations.
- Upon completion of the Certificate of Achievement in Supervisory Management, students are able to list the primary responsibilities of a supervisor in business today.

### Learning and Career Pathway Maps

[View LPC Program Map](#)

#### Required Core: (18 units)

BUSN 30 Business Ethics and Society.....	3
BUSN 48 Human Relations in Organizations.....	3
BUSN 52 Business Communications.....	3
BUSN 56 Introduction to Management.....	3
BUSN 87 Organizational Management and Leadership.....	3
BUSN 88 Human Resources Management.....	3

#### List A: Select One (3-4 Units)

BUSN 1A Financial Accounting.....	4
BUSN 18 Business Law.....	4
BUSN 40 Introduction to Business.....	3
BUSN 51 Accounting for Small Businesses.....	3
BUSN 58 Small Business Management.....	3
BUSN 86 Management Strategies & Dilemmas.....	3
CIS 55 Integrating Office Applications.....	4
MKTG 50 Introduction to Marketing.....	3

#### List B: Select One (3-6 Units)

WRKX 94 Occupational Work Experience/Internship.....	1 - 8
WRKX 95 General Work Experience.....	1 - 6