

# SUPERVISION, CERTIFICATE OF ACHIEVEMENT

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This program provides knowledge and skills in order to improve students' approaches to supervision. This program also prepares students for advancement in their chosen career areas as a supervisor in both public and private sector settings.

*Transfer requirements may differ. See counselor or consult* [assist.org](http://assist.org) (<http://assist.org>)

Course ID	Title	Units/ Hours
<b>Required Courses</b>		
BUS V17	Computer Applications	3
BUS V31	Organization and Management	3
BUS V32	Human Resource Management	3
BUS V40	Organizational Behavior	3
BUS V44	Business English	3
BUS V45	Business Communications	3
<b>Total Units</b>		<b>18</b>

Upon successful completion of this program, students will be able to:

- Explain the fundamental principles of business.
- Examine various approaches to decision-making.
- Create, analyze, and interpret written and verbal communication in business applications.