

SUPERVISION, CERTIFICATE OF ACHIEVEMENT

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>)

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

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.