

MANAGEMENT/SUPERVISION CERTIFICATE

Management/supervision focuses on the role of the first-line supervisor. Critical thinking skills are emphasized as business and management theories are explored to enhance decision making, leadership, team building, and motivating employees in a supervisory capacity. Primary management functions of planning, organizing, directing, and organizational change are identified and analyzed. The Management/Supervision Certificate requires the completion of 24 units of which 18 are required courses and an additional 6 units from a list of selective courses.

CT.MGT

Program Map

Design Your Future!

Begin by exploring MSJC program maps to find career or transfer (<https://msjc.emsicc.com/?radius=®ion=All%20Regions>) opportunities. Program maps show the recommended course sequence that leads to graduation or transfer. The maps were developed by program experts to give you the skills and knowledge you need to succeed.

- **Starting in Spring?** Choose Fall Semester 1 courses.
- **Are you a part-time student?** Start Fall Semester 1 courses and follow the course sequence.

Fall Semester 1		Units
BADM-103	Introduction to Business	3
BADM-545	Business Computer Applications	3
MGT-760	Elements of Supervision	3
MGT-500	Introduction to Management (formerly MGT-103)	3
ENGL-C1000	Academic Reading and Writing	3
Units		15
Spring Semester 1		
ACCT-740	Accounting for Non-Accountants and Entrepreneurs	3
BADM-104	Business Communications	3
BADM-730	Introduction to Project Management	3
MGT/ENGR-505	Organizational Behavior (formerly MGT-108)	3
Units		12
Total Units		27

Requirements

Course	Title	Credits
Required Courses		
BADM-103	Introduction to Business	3
or BADM-103H	Honors Introduction to Business	
BADM-104	Business Communications	3
or BADM-104H	Honors Business Communications	
BADM-545	Business Computer Applications	3

MGT-500	Introduction to Management (formerly MGT-103)	3
MGT/ENGR-505	Organizational Behavior (formerly MGT-108)	3
MGT-760	Elements of Supervision	3

Elective Courses		
Select two of the following:		
ACCT-740	Accounting for Non-Accountants and Entrepreneurs	
BADM-730	Introduction to Project Management	
CAPP-122	Using Microsoft Excel	
ECON-202	Principles of Microeconomics	
or ECON-202H	Honors Principles of Microeconomics	
PSYC-C1000	Introduction to Psychology	
or PSYC-C1000H	Introduction to Psychology - Honors	
Total Units		24

Career Exploration

Discover information about careers that interest you!

1. Take a **Career Quiz** (<https://msjc.emsicc.com/assessment/>) to learn about yourself and receive career suggestions based on your interests.
2. Search available **in-demand jobs** (<https://msjc.emsicc.com/browse-careers/>) in your career areas of interest and find up-to-date salaries and education requirements.
3. Find the **MSJC Program** (<https://msjc.emsicc.com/browse-programs/>) that connects your interests to a career.

Note: There are no guaranteed positions for students completing these programs. Education and work experience required will vary by employer. The salary and benefits for specific occupations will be dependent on work experience, education, background, and employer.

Gainful Employment Disclosures: Management/Supervision

Gainful Employment Disclosures – 2025

Program Name MANAGEMENT/SUPERVISION

This program is designed to be completed in 8 months. This program will cost \$1,104 if completed within normal time. There may be additional costs for living expenses. These costs were accurate at the time of posting, but may have changed.

Of the students who completed this program within normal time, the typical graduate leaves with \$0 of debt.

The following States do not have licensure requirements for this profession: California

For more information about graduation rates, loan repayment rates, and post-enrollment earnings about this institution and other postsecondary institutions please click here: <https://collegescorecard.ed.gov/>

NOTE:
Cost per unit \$46
Nonresident Fees- Tuition: \$313
Capital Outlay: \$58

Parking Permits cost \$90 a year or \$45 a semester

RTA Go Pass cost \$16 a year or \$8 a semester

SGA discount sticker (optional) - \$14 a year or \$7 a semester

Student representation fee (optional) - \$4 a year or \$2 a semester

Help a Student Fund (optional) - \$4 a year or \$2 a semester

Student Health Center Fee - \$54 a year or \$27 a semester

*For summer session fees and non-CA resident tuition, please see:

<https://www.msjc.edu/enroll/what-fees-do-i-have-to-pay.html>