

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.

CT.MGT

Program Map Design Your Future!

Begin by exploring MSJC program maps to find a career or transfer (<https://msjc.emsicc.com/?radius=®ion=All%20Regions>) opportunities. Program maps show the recommended sequence of courses that lead 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
CAPP-122	Using Microsoft Excel	3
MGT-760	Elements of Supervision (formerly MGT-098)	3
MGT-500	Introduction to Management (formerly MGT-103)	3
Units		12
Spring Semester 1		Units
BADM-104	Business Communications	3
MGT-505	Organizational Behavior (formerly MGT-108)	3
ECON-202	Principles of Microeconomics	3
MGT-538 or MGT-770	Personnel Management (formerly MGT-138) or Productivity Management (formerly MGT-133)	3
Units		12
Total Units		24

Requirements

Course	Title	Credits
Required Courses		
BADM-103 or BADM-103H	Introduction to Business Honors Introduction to Business	3
BADM-104 or BADM-104H	Business Communications Honors Business Communications	3
CAPP-122	Using Microsoft Excel	3
MGT-500	Introduction to Management (formerly MGT-103)	3

MGT/ENGR-505	Organizational Behavior (formerly MGT-108)	3
MGT-760	Elements of Supervision (formerly MGT-098)	3
Subtotal		18
Elective Courses		
Select two of the following:		6
CAPP-735	Using Microsoft Word (formerly CAPP-127)	
CAPP-740	Using Microsoft Project (formerly CAPP-098)	
ECON-202 or ECON-202H	Principles of Microeconomics Honors Principles of Microeconomics	
MGT-538	Personnel Management (formerly MGT-138)	
MGT-770	Productivity Management (formerly MGT-133)	
PSYC-101 or PSYC-101H	Introduction to Psychology Honors Introduction to Psychology	
Subtotal		6
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 – 2022

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

2 Management/Supervision Certificate

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

Parking Permits cost \$68 a year or \$34 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 - \$46 a year or \$23 a semester

*For summer session fees and non-CA resident tuition, please see: <https://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx>