

SUPERVISION, CERTIFICATE OF ACHIEVEMENT

Financial Aid Eligible
Banner Code: 3_CN_SPRV
Control Number: 20353

The Supervision program consists of classes that will prepare an individual to have an understanding of sound supervisory skills to help him/her succeed in his/her professional and personal business goals.

Program Level Student Learning Outcomes

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

1. Effectively communicate solutions to business problems using appropriate language and tools and demonstrating understanding of business terms and concepts.
2. Analyze and recommend effective business decisions/solutions using a systematic, evaluative, and information-based approach.
3. Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's multicultural, team-oriented, rapidly-changing global environment.

Certificate Graduation Requirements

A Certificate is awarded upon completion of the required coursework with a grade of C or higher in each course. A grade of P (Pass) is acceptable, however, the student must meet an overall GPA requirement of 2.0 to receive the certificate. To receive the certificate, a student must file a petition for graduation during their final semester prior to the application deadline as noted on the Coastline Graduation webpage (<https://www.coastline.edu/student-life/graduation.php>).

Certificate of Achievement

Certificate programs are designed to prepare individuals to enter a particular field of employment or to provide in-service training to those already employed. Certificates of Achievements are majors that include 16 units or more and will be posted on the transcript. They may be used as elective units towards the A.A. or A.S. Degree.

- Student must be in attendance at the time requirements are completed.
- Students must also earn a minimum of 12 units of coursework at Coastline, excluding experiential credit.
- A student with prior experience may be excused from certain certificate courses.
- 50 percent of the certificate program's units must be completed at Coastline no matter how the total number of units required for the certificate can be met.

Course	Title	Units
Program Electives		
Select 12 units of the following:		12
BUS C100	Introduction to Business	
BUS C110	Business Law/Legal Environment of Business	
BUS C120	Personal Finance	
BUS C150	Introduction to Marketing	
BUS C222	Entrepreneurship and Small Business Operations and Management	
BUS C281	Work Based Learning	
or BUS C282	Work Based Learning	
or BUS C283	Work Based Learning	
or BUS C284	Work Based Learning	
CMST C100	Interpersonal Communication	
CIS C100	Introduction to Information Systems	
MS C101	Management and Employee Communication	
MS C144	Introduction to Leadership	
Total Units		21

Course	Title	Units
Required Core		
Students will complete all of the following:		
MS C100	Principles of Management	3
MS C102	Human Relations in Business	3
MS C104	Human Resource Management	3