MANAGEMENT, CERTIFICATE OF ACHIEVEMENT

Banner Code: 2_CN_MANG
Control Number: 19380
Financial Aid Eligible

This program is designed for students who want to expand their job skills and those who are seeking to advance to supervisory or management positions in their current place of employment.

Program Level Learning Outcomes

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

1. Define and describe the functions of management.
2. Increase one's leadership and teamwork skills.
3. Develop analytical skills for gathering, organizing, and utilizing information to meet situational demands.
4. Enhance communication skills for managerial effectiveness.

Potential careers students may enter upon completion are as follows:

- First line supervisors of office and administrative support workers
- First line supervisors of retail sales workers
- Administrative service managers
- Sales manager

Review Graduation Requirements (https://catalog.cccd.edu/catalog-archive/2022-2023/golden-west/graduation-requirements/certificates/#achievementtext).

Course	Title	Units
Required Courses		
BUS G100	Introduction To Business	3
MGMT G110	Elements Of Management	3
MGMT G115	Essentials of Organizational Behavior	3
MGMT G140	Business and Organizational Ethics	3
BUS G130 or BUS G139	Introduction To Business Writing Business Communication	3
Electives		
Select two of the following:		*6*
MGMT G111	Human Resources Management	3
MGMT G130	Team Building And Group Dynamics	3
MGMT G152	Starting a Business - Entrepreneurial Small Business	3
MGMT G155	Customer Service	3
MKTG G135	Retail Management	3
Total Units		**21**

Recommended Program Sequence

These sequences are general maps for students to finish all requirements for the Certificate. There may be advisories or time requirements that students may want to consider before following these maps. **Students are advised to meet with a GWC Counselor for alternate sequencing.**

Year 1:

Course	Title	Units
Semester 1		
BUS G100	Introduction To Business	3
MGMT G110	Elements Of Management	3
MGMT G115	Essentials of Organizational Behavior	3
ENGL G100	Freshman Composition (required for BUS G139)	4
Select one of the following:		*3*
MGMT G111	Human Resources Management	3
MGMT G130	Team Building And Group Dynamics	3
MGMT G152	Starting a Business - Entrepreneurial Small Business	3
MGMT G155	Customer Service	3
MKTG G135	Retail Management	3
Units		*16*

Course	Title	Units
Semester 2		
BUS G130 or BUS G139	Introduction To Business Writing Business Communication	3
MGMT G140	Business and Organizational Ethics	3
Select one of the following NOT already taken:		*3*
MGMT G111	Human Resources Management	3
MGMT G130	Team Building And Group Dynamics	3
MGMT G152	Starting a Business - Entrepreneurial Small Business	3
MGMT G155	Customer Service	3
MKTG G135	Retail Management	3
Units		*9*