

**Business, Law, and Information Technology
 Career and Academic Pathways (CAPs)
 Program Map: Certificate of Achievement for Business Management I**

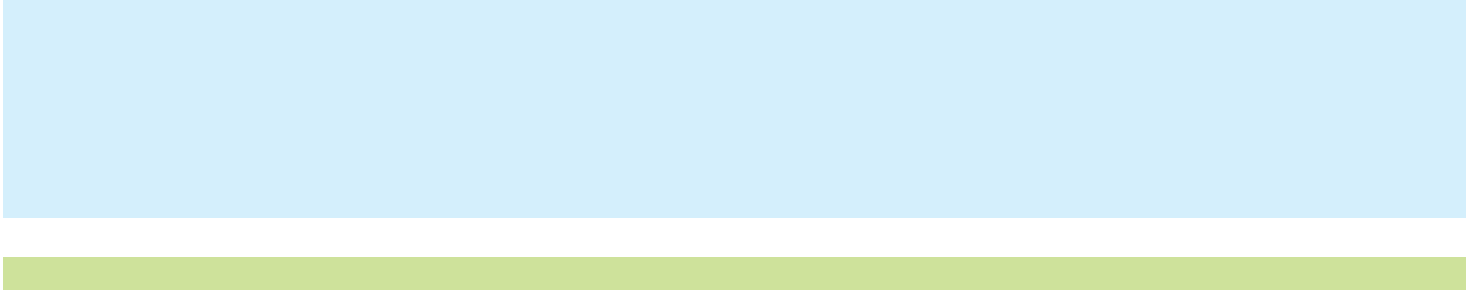
Total number of units: 19 units

Top Code/Academic Plan: 0506.00

Updated on May 24, 2022

Fall Semester	Course Code	Course	Units	Notes	Advising Notes
Program Course					

Spring Semester	Course Code	Course	Units	Notes	Advising Notes
Program Course	SUPV 001	Elements of Supervision	3	No prerequisite is required for this course. This course covers the total responsibilities of a supervisor, including duties, and responsibilities, human relations, and related topics.	It is recommended that students take this course as soon as it meets their schedule due to limited offerings. This course is offered Winter or Summer.
Program Course	BUS 011	Job Retention & Responsibility	1	This course covers planning, mentoring, continuing education, and business ethics.	This course is offered online. It is recommended that students register for this course as soon as possible.
Program Course	FINANCE 002 or MGMT 015	Choose one elective	3		



Frank Aguirre
Department Chair
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