

Certificate: Management 24-25



ABOUT THIS MAJOR

Students who are pursuing careers in management, but are not intending to complete an associates degree at this time, will learn important job skills and acquire critical management knowledge to prepare them for today's workplace environment. The following courses (18 units) are required for the Management certificate. Students who successfully complete the certificate requirements will be prepared for entry-level management career opportunities. Visit the [Social and Behavioral Sciences](#) division.

Residency: Minimum of 12 units completed at AVC with a minimum of 9 of those units completed from the certificate/major. (credit earned by examination will not be included in these 12 units) Title 5, Section 54000: <http://ccr.oal.ca.gov>.

TO EARN A Certificate A STUDENT MUST COMPLETE THE FOLLOWING:

- [1] Completion of Major & Program Electives Courses
- [2] Minimum grade point average of 2.0
- [3] A C or better in all courses required for the major

Certificate- Management [Total Units 18]

Required Courses (24 units)	
BUS111 - Business English	3
MGT101 - Management Principles	3
BUS113 - Business Communications	3
MGT115 - Human Behavior in Organization	3
MGT121 - Human Resources Management	3
MGT202 - Supervisory Management	3

RECOMMENDED PATHWAY Certificate- Management

The Recommended Plan of Study is determined by the discipline faculty.

- Take classes in **Summer** or **Intersession** if needed to complete your degree in a timely manner
- **[#]** recommended courses may select other options.
- Fall/Spring: Max 19 units, 12-15 units Recommended.
- This is a certificate only program, currently no associated degree offered.

TERM 1	
Course	Units
BUS 111	3
MGT 121	3
MGT 101	3
Total Units	9

TERM 2	
Course	Units
MGT 115	3
MGT 202	3
BUS 113	3
Total Units	9

COUNSELING NOTE SECTION		
<p>Prerequisite: If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade to enroll in the next course. A satisfactory grade is a grade of "A," "B," "C" or "P". Students who enroll in classes for which they do not meet the prerequisites will be involuntarily dropped. Students will be notified of this involuntary drop. Title 5, Section 55200(d)</p>		
<p>AVC 24-25 CATALOG: ACADEMIC POLICIES</p>		
<p>INFORMATION and RESOURCES</p>		
Tutoring Assistance	Career Center	AVC Student Health Services
Transfer Center	Office of Students with Disabilities	Palmdale Center
Basic Needs	Financial Aid	Counseling Division