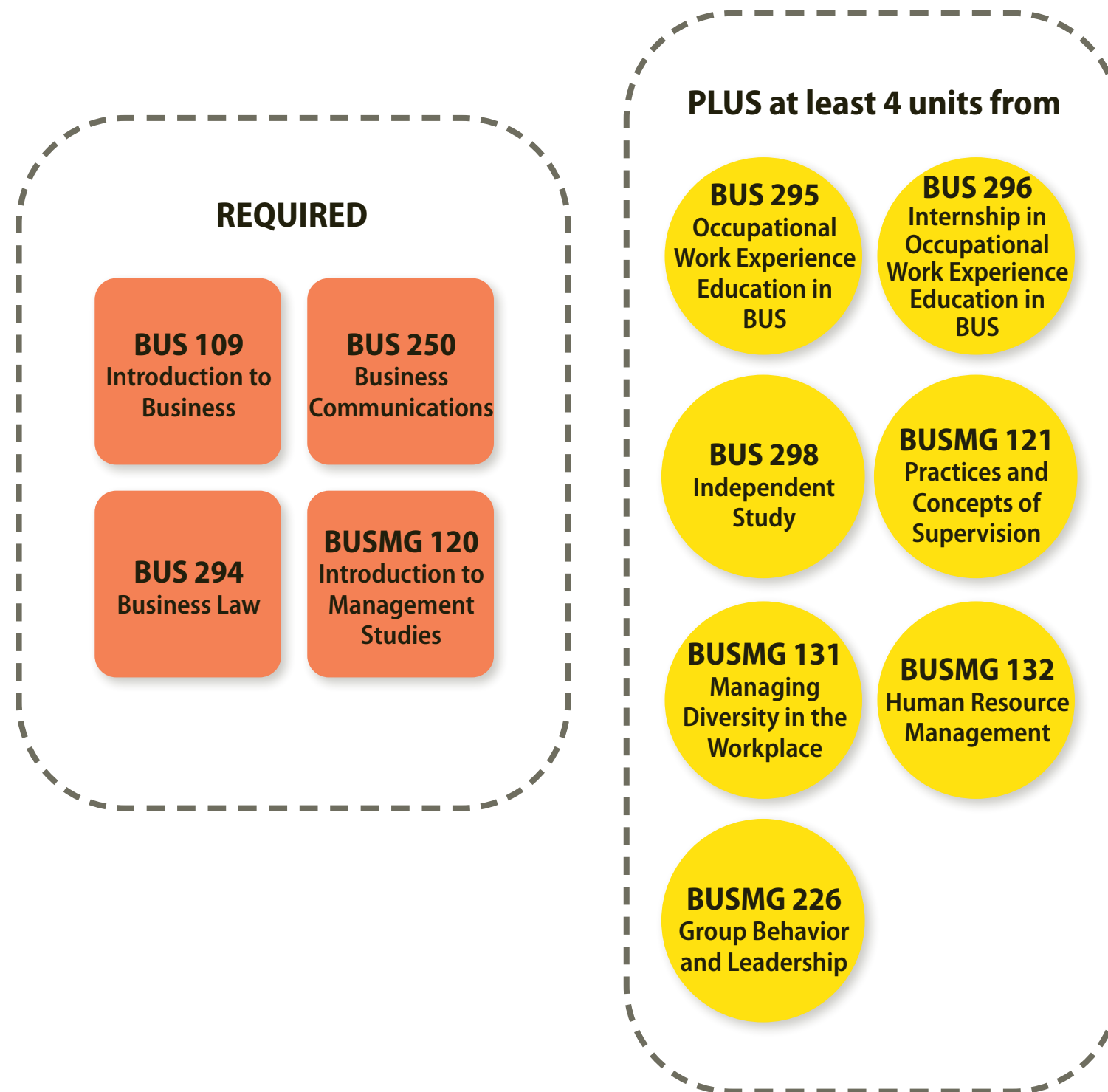
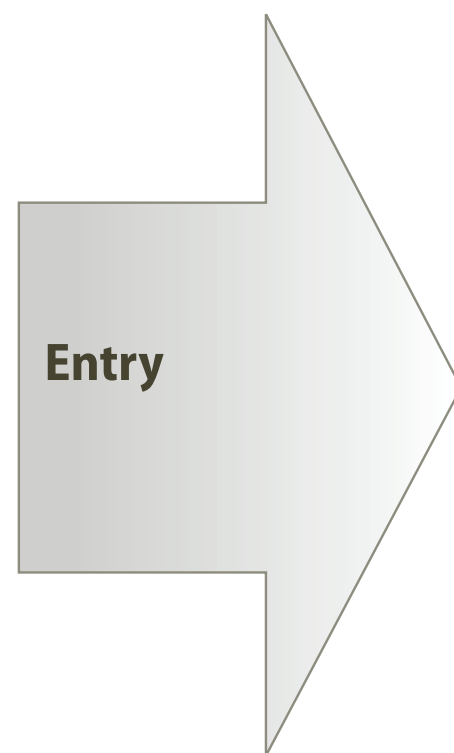
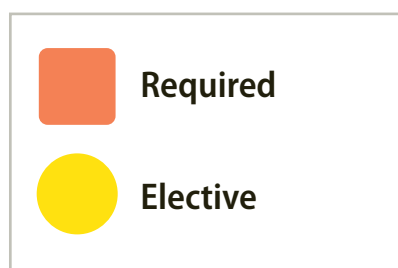


BUS Management and Leadership Studies Certificate of Achievement



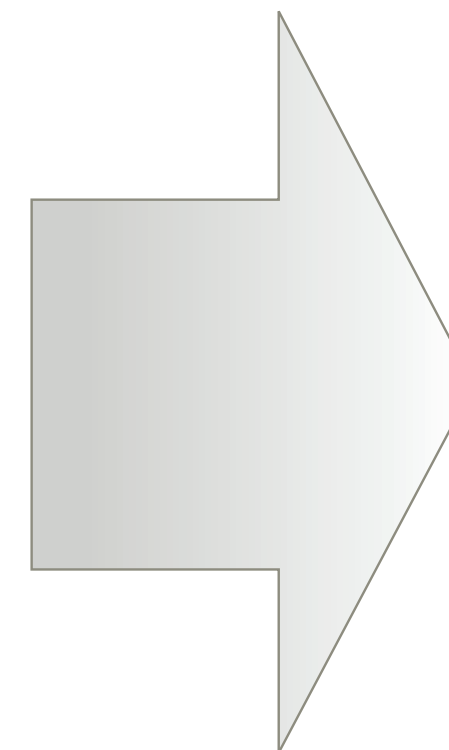
total minimum required units 16



PROGRAM LEARNING OUTCOMES

Students completing the program will be able to:

1. Integrate basic management theories into supervisory and management functions.
2. Investigate current management practices and problems related to human behavior in organizations.
3. Differentiate threshold issues involved in the legal, ethical, and social responsibilities of management.
4. Summarize measures that can be taken by individuals and organizations to correct organizational problems.



Careers in

- Administrative analyst
- Office manager
- Small business owner
- Operations manager
- Program coordinator
- Human resources professional
- Facilities manager
- Organizational development specialist
- Branch manager
- Shift supervisor

You need to see a Counselor for specific recommendations about courses that will best meet your educational goals. Not all courses on the map are offered every term. Consult the Catalog and the Schedule of Classes for more details.

For information about transferring, see:
<https://www.dvc.edu/enrollment/transfer/index.html>

For information on careers in this field see:
<https://www.dvc.edu/enrollment/career-employment/index.html>