

Certificate: Management 25-26



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.

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 Required in the Major 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

Management Certificate

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!

Fall/Spring: Max 19 units | Summer: Max 9 units | Intersession: Max 6 units

☒ Major

SEMESTER 1

Course	Units
<input checked="" type="checkbox"/> BUS 111	3
<input checked="" type="checkbox"/> MGT 121	3
<input checked="" type="checkbox"/> MGT 101	3
Total Units	9

SEMESTER 2

Course	Units
<input checked="" type="checkbox"/> MGT 115	3
<input checked="" type="checkbox"/> MGT 202	3
<input checked="" type="checkbox"/> BUS 113	3
Total Units	9

COUNSELING NOTE SECTION

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)

Application for Graduation:

Antelope Valley College awards degrees three times annually following the Fall, Spring, and summer semesters. Students must apply for graduation to earn their degree or certificate. Applications are due by **September 6** for spring/summer graduates and by **February 14** for fall graduates.

AVC 25-26 CATALOG: [ACADEMIC POLICIES](#)

INFORMATION and RESOURCES

Tutoring Assistance	Career Center	AVC Student Health Services
Transfer Center	Office of Students with Disabilities	Palmdale Center
Basic Needs	Financial Aid	Counseling Division