

## 2024-2025 OCCUPATIONAL CERTIFICATE (CERT) AWC ADVISEMENT CHECK SHEET

Sign in to your [Self-Service Student Planning](#) account to load the recommended program map and to track your academic progress.

### Organizational Leadership

<b>Student Name</b>	<b>ID #</b>	<b>Advisor</b>	<b>Major Code: CERT.ORGLD</b> <b>Credits: 18</b>
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For students whose personal interests and needs are to enhance their leadership skills in a workplace environment. The certificate is to assist students to appreciate and explore diversity within the workplace. Individuals who successfully complete this certificate will have a deeper understanding of leadership skills to be utilized in any kind of organizational setting. Also, provides an opportunity to learn how to engage with people to make leadership decisions in a variety of situations in a changing business world. This program may assist graduates in acquiring entry-level positions or for employees currently working in or aspiring to work in supervisory levels or entry managerial training positions.

<b>Required Major Courses (18 Credits)</b>		<b>Cr</b>	<b>Sem</b>	<b>Notes</b>
BUA 100	Survey of Business	3		
BUA 109	Principles of Human Relations	3		
BUA 290	Business Communications	3		
MGT 135	Management Fundamentals	3		
MGT 280	Leadership	3		
BUA 210	Customer Service Management <b>OR</b>	3		
MGT 250	Personnel Supervision			