

**Las Positas College
IOP Grant CTE Program Reporting Template**

Business

Certificate of Achievement in Supervisory Management

At least one CTE course in this program was enhanced using Improving Online CTE Pathways (IOP) Grant funding:

Yes

This program is:

Credit

This program is a/an:

Certificate of Achievement (transcriptable, submitted to CCCCO)

This program is:

Fully online (students can complete this program by taking only courses officially scheduled as online)

Required Core - Complete ALL of the following courses	Units	Term 1 [Summer 20]	Term 2 [Fall 20]	Term 3 [Spring 21]
BUSN 30 – Business Ethics and Society	3	none	1 section online asynchronous OA	1 section online asynchronous OA
BUSN 48 – Human Relations in Organizations	3	none	1 online asynchronous OA	1 online asynchronous OA
BUSN 52 – Business Communication	3	none	1 online asynchronous OA	1 online asynchronous OA

BUSN 53 – Business Correspondence	3	none	1 online asynchronous OA	1 online asynchronous OA
BUSN 56 – Introduction to Management	3	none	1 online asynchronous OA	1 online asynchronous OA
BUSN 88 – Human Resources Management	3	none	1 online asynchronous OA	none
List A - Select [1] course(s) from the following (3-4 units)				
BUSN 1A – Financial Accounting	4	1 section online asynchronous	1 section online asynchronous OA 4 sections online synchronous OS	1 section online asynchronous OA 4 sections online synchronous OS
BUSN 18 – Business Law	4	1 online asynchronous OA	2 sections online asynchronous OA 3 sections online synchronous OS	1 section online asynchronous OA 3 sections online synchronous OS
BUSN 40 – Introduction to Business	3	1 section online asynchronous OA	4 sections online asynchronous OA	4 sections online asynchronous OA 2 sections online synchronous OS
BUSN 51 – Accounting for Small Businesses	3	none	1 online asynchronous OA	1 online asynchronous OA

BUSN 58 – Small Business Management	3	none	1 online asynchronous OA	1 online asynchronous OA
CIS 55 – Integrating Office Applications	4	3 sections online asynchronous OA	2 sections online asynchronous OA 2 sections online synchronous OS	3 sections online asynchronous OA 2 sections online synchronous OS
List B - Select 1] course(s) from the following (3-6 units)				
WRKX 94 – Occupational Work Experience/Internship	3-6	8 online asynchronous sections OA	16 online asynchronous sections OA	16 online asynchronous sections OA
WRKX 95 – General Work Experience	3-6	6 online asynchronous sections OA	18 online asynchronous sections OA	18 online asynchronous sections OA

URLs for relevant web resources that could be useful for students:

List of all certificates offered in Business:

<http://www.laspositascollege.edu/busnstudies/certificates.php>

Description of the Supervisory Management Certificate

<http://www.laspositascollege.edu/degrees/supervisorymanagement-certificateofachievement.php>

Las Positas home page <http://www.laspositascollege.edu/index.php>

The web site for this grant (multiple pages)

<http://www.laspositascollege.edu/banq/index.php>