MANAGEMENT/SUPERVISION

This certificate prepares students for entry-level management/supervision positions. This program will introduce the student to the concepts and theories of management and provide practical skills essential for managing employees in the modern workplace. Completion of this certificate can prepare students for industry-wide certification. The Management/Supervision Certificate can also be used toward an Associate of Applied Science in Business Degree.

Program Outcomes

1. Demonstrate basic business knowledge and proficient communication skills.
2. Demonstrate basic knowledge of accounting principles to include recording and analyzing transactions for decision making.
3. Demonstrate an understanding of diversity in the workplace.
4. Demonstrate an understanding of making decisions by managers.
5. Demonstrate an understanding of federal and state employment laws.

Requirements

Code	Title	Credits
Required Coursework		**18.00**
ACCT-111	PRINCIPLES OF ACCOUNTING I [1]	
BUS-104	INTRO TO BUSINESS [1]	
BUS-252	INTRO TO MANAGEMENT	
BUS-253	SUPERVISION	
4 elective credits with “ACCT” or “BUS” prefix		
Total Credits		**18.00**

[1] Course has prerequisite(s)

Tuition is calculated by contact hours per semester.
Current/Updated: 07/01/2023

Suggested Schedule

Course	Title	Credits
Fall 1		
ACCT-111	PRINCIPLES OF ACCOUNTING I	4.00
BUS-104	INTRO TO BUSINESS	4.00
	Credits	**8.00**
Winter 1		
ACCT OR BUS ELECTIVE		4.00
BUS-252	INTRO TO MANAGEMENT	3.00
BUS-253	SUPERVISION	3.00
	Credits	**10.00**
	Total Credits	**18.00**

[1] Course is optional