

SUPERVISION, CERTIFICATE

Program Description

The Supervision Certificate provides students with supervisory skills and business management fundamentals used in coaching, motivating and managing employees.

Program Outcomes

Students who successfully complete the Supervision Certificate will:

1. Explain basic supervisor functions and their integration into the business environment
2. Demonstrate effective oral and written communication skills
3. Apply critical thinking and decision-making skills
4. Distinguish the importance of an ethical work environment
5. Apply information and technology tools relevant to the profession

Career Considerations

Entry-level supervision positions, line supervisor, staff supervisor, business manager, customer service supervisor, and other supervision focused careers.

Program Course Requirements

Course	Title	Credits
First Year		
First Term		
BA 101	Intro to Business ¹	4
BA 180	Business Mathematics I	3
BA 206	Management Fundamentals ¹	3
SDP 109	Elements of Supervision	3
SDP 113	Human Relations-Supervisors	3
Credits		16
Second Term		
BA 214	Business Communications ¹	3
BA 218	Personal Finance	3
ECON 115	Intro to Economics	3
SDP 208	Human Rscs for Supervisors	3
WR 121Z	Composition I ¹	4
Credits		16
Third Term		
BA 106	Business Leadership	3
BA 223	Principles of Marketing ¹	3
BA 226	Business Law	4
BA 231	Computers in Business	4
Credits		14
Total Minimum Credits		46

¹ Students must pass with a grade of C or better

Advising Notes

- Scheduling requirements may prevent all courses from being offered every term.
- Please see an advisor for a degree planning worksheet for this program.
- Program Prerequisites: See requirements needed for first term classes.

Program Entrance Requirements

- Students entering the program are expected to have basic keyboarding and computer skills with business application software such as Word and Excel. If these skills are needed, students should take CIS 120 Intro to Digital Literacy (4 cr.) during the first term at UCC.