

**CERTIFICATE****Certificate in Supervision & Management****Total Credit Hours:** 38-39**About** Certificate in Supervision & Management

The Certificate in Supervision and Management program prepares students for entry-level and assistant management positions in supervision and management.

**REQUIREMENTS FOR CERTIFICATE**

<b>Major Requirements</b>		
<b>Course</b>	<b>Course Name</b>	<b>Credits</b>
<b>English (Choose 1)</b>		
EN110	Freshman Composition	3
EN110A	Freshman Composition with Instructional Lab	4
<b>Course</b>	<b>Course Name</b>	<b>Credits</b>
MA098	Intermediate Algebra or higher (placement and/or satisfactory completion of courses)	
<b>Course</b>	<b>Course Name</b>	<b>Credits</b>
AC211	Accounting Principles I	4
EC110	Principles of Economics	3
SM108	Introduction to Business	3
SM208	Personnel Supervision	3
SM211	E-commerce Management	3
SM220	Management Skill Development	3
SM225	Leadership	3
SM230	Business Law Applications	3
SM245	Ethics & Stakeholders Management	3
<b>Electives</b>		
<b>Choose 1 course from the following</b>		
CS151	Windows Applications	3
CS152	Macintosh Applications	
<b>Certificate Total</b>		<b>38-39</b>

[GENERAL REQUIREMENTS FOR CERTIFICATE](#)

# General Requirements for Certificates

Effective fall Semester 2003, several academic policy changes were implemented to ensure that students are adequately prepared to meet business and industry standards. All Undeclared or newly Declared Students enrolled in regularly scheduled postsecondary courses must be enrolled in or must have completed developmental coursework for Math and English or have successfully placed into post-secondary Math and English (or equivalent).

Students must fulfill the English general education requirement by the time they have enrolled in 12 credits of classes. This means that students may take only nine (9) credits before they must begin meeting the general education requirements. All declared students in Certificate programs will be required to successfully complete minimum general education course requirements. For more information, refer to the Admissions Information, General Education Policy section of this catalog.

## A. General Education Requirements

Students must demonstrate proficiency in reading, writing, understanding and speaking English as indicated by one of the following:

- Test out of the English Placement Test (or equivalent), or
- Satisfactory completion of EN097 courses and
- Test out of the Math Placement Test (or equivalent), or
- Satisfactory completion of MA098 course

\*Students in the Certificate of Construction Technology program can successfully complete their math requirements with MA094 Mathematics for the Trades in lieu of MA098 Intermediate Algebra.

B. Major Requirements. Total Major Requirements vary by program. Minimum Total Credits Required for a Certificate is 30 credits.

\* No course may be counted for both Major and General Education requirements.

\*\* Placement testing is not mandatory for admission to the College. Completion of placement testing or equivalent, however, is required for enrollment into English and mathematics courses. Therefore, students who plan to enroll full-time in a program should take the placement test to be eligible for a full load of courses.

2024-2025 College Catalog

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## [Student Learning Outcomes](#)

Upon successful completion of the Certificate in Supervision and Management program, students will be able to:

1. Recall theory and principles related to supervisory principles and procedures.
  2. Demonstrate entry-level supervisory and management skill techniques in business operations.
  3. Demonstrate practical leadership decision-making based on sound business practice, experience, and
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judgment.

### Check out some of these amazing Certificate in Supervision & Management courses...

#### **SM225 Leadership**

This course uses a unique three-prong approach of theory, application, and skill development. Traditional theories along with cutting-edge leadership topics will be covered. Leadership study allows students to expand and focus their supervision and management skills by concentrating and emphasizing the importance of leadership. Critical thinking about concepts in leadership will be one of the learning outcomes. Students will experience proven skill-building exercises that foster leadership skills in which they can use in their professional and personal lives.

[+ More Info](#) [1]

#### **SM208 Personnel Supervision**

This course prepares students to be supervisors in a challenging modern workplace. It is based on the premise that organizational variables including diversity in the workforce, computer and communication technology, and the design of organization structures are constantly changing. Overall, this course focuses on discussing important supervision concepts and providing fundamental skills necessary for applying these concepts. Students will learn the critical role of a supervisor in an organization and the abilities needed to be successful.

[+ More Info](#) [2]

#### **SM220 Management Skill Development**

This is a course in the development and application of fundamental skills needed for the successful practice of management. The focus of the course is on the goals and objectives formulated from the firm's mission statement. The student will concentrate on the Planning and Organizing functions. In addition, the student will apply the control function on the firm's performance against its strategic plan. Policy considerations drive the theme of this course.

[+ More Info](#) [3]

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You may also be interested in these related Programs...



[4]

### [Associate of Science in Supervision & Management](#) [4]

The Supervision and Management program prepares students for entry-level positions and employment in the field of supervision and management. The program is designed for students who want to learn, update and augment existing knowledge and skills and/or acquire cutting-edge technical and managerial skills; it is also designed for current and future leaders, supervisors, and managers who desire the latest skills to be effective and productive in their respective fields.

[+ More Info](#) [4]



[5]

### [Associate of Science in Office Technology](#) [5]

## Certificate in Supervision & Management

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This program provides training in skills used within the business office such as business correspondences, Microsoft Office applications, office procedures, basic accounting, customer service, and business communications. Upon completion, students will be trained to perform as a future office manager. Related job titles include executive administrative assistant, clerk, customer service support, and executive secretary.

[+ More Info](#) [5]



[6]

## [Associate of Science in Marketing](#) [6]

The Associate of Science Degree in Marketing provides students with the knowledge and skills required to obtain career-sustaining employment in a marketing profession. Among the many career opportunities in marketing are account executive, buyer, merchandiser, brand manager, retail supervisor, advertising assistant, market researcher, and social media marketing coordinator. The marketing program will equip students with the experience and technical skills necessary for rapid progression into mid-management positions.

[+ More Info](#) [6]