

SUPERVISION INTERMEDIATE CERTIFICATE

The Supervision Intermediate Technical Certificate prepares students with the knowledge, skills, and attitudes needed to be an effective supervisor in business and organizations. Students learn how to influence daily operations through effective leadership in areas including: hiring, staffing, employee development and discipline, scheduling, planning, and organizing, communication, and delegation. This certificate is designed primarily for those who currently work in a supervisory position or want to prepare for that role. It is comprised mostly of the second year courses required for attaining the Applied Management & Marketing Associates degree.

Completion of a Technical Skill Assessment is required.

General Education Core

Code	Title	Credits
ENGL-101	WRITING AND RHETORIC I	3.00
HRPT-184	DIVERSITY IN ORGANIZATIONS	3.00
or HRPT-185	HUMAN RELATIONS IN ORGANIZATIONS	
Select one of the following:		3.00
COMM-101	FUNDAMENTALS OF ORAL COMMUNICATION	
COMM-203	SMALL GROUP COMMUNICATION	
COMM-204	PUBLIC SPEAKING	
Total Credits		9.00

Program Requirements

Code	Title	Credits
GNBPT-212	SPREADSHEETS AND DATABASES IN BUSINESS	3.00
LAWPT-265	BUSINESS LAW I	3.00
MGTPT-101	INTRODUCTION TO BUSINESS	3.00
MGTPT-220	SUPERVISION	3.00
MGTPT-240	BUSINESS PROCESSES & OPERATIONS	3.00
MGTPT-275	INTRO HUMAN RESOURCE MANAGEMENT	3.00
MKTPT-255	ORGANIZATIONAL LEADERSHIP	3.00
Completion of a Technical Skills Assessment is required		
Total Credits		21.00