

## BUSINESS TECHNOLOGY

### Supervision Certificate

#### PROGRAM MISSION

The Supervision Certificate prepares students by creating a foundation of skills and knowledge in the business environment.

#### 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

##### Year One

BA 101	Introduction to Business	4
CIS 120	Intro to Computer Information Systems	4
SDP 109	Elements of Supervision	3
SDP 201	Coaching in the Workplace	3
SDP 205	Management and Leadership Dynamics	3
SDP 208	Human Resources for Supervisors	3
WR 121	Academic Composition	4
HUMAN RESOURCES COURSE		3
*Select 6 credits from other SDP courses		6
*Approved Electives		10
Choose One:		
BA 180	Business Math I	3
MTH 060	Introduction to Algebra	4

**Total Credits 46**

\*Please see an academic advisor or program website for the full list of approved electives.

Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to a student's selection of courses.

Entry Management degree can be connected to this certificate with careful course selection.

#### PROGRAM ENTRANCE REQUIREMENTS

##### Academic Entrance Requirement

Recommended:

- 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 Intro to Computer Information Systems (CIS 120) during the first term at UCC.