



CERTIFICATE IN SUPERVISION AND MANAGEMENT

CORE REQUIREMENTS (43-45 CREDITS)		
ACCT 101	Survey of Accounting	5
BUS& 101	Introduction to Business	5
†*BUS 107	Business Mathematics	5
* BUS 240	Human Relations in the Work Place	5
MNGT 186	Professional Development	5
MNGT 283	Principles of Supervision and Leadership	5
MNGT 295	Human Resource Management	5
<i>Select one:</i>		3-5
** CIS 110	Intro to Micro Business Applications (3)	
** CIS 121	Intro to Computer Information Systems (5)	
<i>*Select one:</i>		5
† BUS 105	Business English I	
† ENGL& 101	English Composition I	
Total Credits Required		43-45

***Minimum of 35 wpm keyboarding required*

†Prerequisite required

** Meets related instruction requirements for professional/technical programs.*

Notes:

possibilities.
realized.

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Program Outcomes

The Certificate in Supervision and Management credential is designed to “step” to the Associate in Business, which means students can earn the certificate, obtain a job in the field, and then continue working toward the degree to increase their skills and promotability.

Students who intend to transfer should work closely with their advisor and complete AA requirements (see brochure) or Associate in Business – DTA degree.

The Certificate in Supervision and Management is designed to prepare student for entry-level positions.

**Business Manager
Office Manager
Shift Supervisor
Program Coordinator
Team Leader**



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Special funding may be available for unemployed workers and low-wage working parents. See your advisor or call (253) 964.6265.

- Describe management as a process and illustrate what managers do, how they do it, and the tools and techniques utilized.
- Distinguish between "management", "supervision," and "leadership" and describe the emphasis of each in transactional or transformational activities.
- Explain the role of mission statements, policies, procedures, rules, and job descriptions within an organization and how they influence the responsibilities of supervisors/managers.
- Analyze problems faced by management and apply appropriate theories to personal and/or work situations.
- Recognize and manage the dynamics of organizational change as they relate to self and the supervision of others.
- Distinguish between "good" and "poor" work ethics when given a variety of workplace situations.
- Apply principles of recruiting, interviewing, selecting, orienting, training, and evaluating new employees in a real life or simulated activity.
- Interact professionally in the workplace as determined by business/industry best practices and in accordance with applicable federal and state employment laws.
- Assess multicultural factors that impact the management process to include the employment process and advancement opportunities.
- Demonstrate personal responsibility and accountability by attending class, actively participating, and meeting time commitments.

For More Information:

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(253) 964-6645

Related Codes

Intent: **F or J**

Business: **245A**

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