

**BUSINESS SUPERVISION
ONE-YEAR CAREER PROGRAM
PREPARATION FOR EMPLOYMENT**

This certificate program is designed to acquaint the student with the fundamentals of business and basic leadership/supervision skill development. It is especially suitable for those people currently employed who seek to widen their opportunities for advancement. All credits are transferable to an associate degree program if the student wishes to pursue further studies. This is a career program and is designed to enable students to seek employment at the program's completion. Students planning to transfer should consult with their advisor or Advising Center staff regarding specific program and course transfer issues.

Successful completion of this program qualifies a student to apply for a Certificate in Business Supervision.

FIRST SEMESTER	Credit Hours
Business Administration 101 (Introduction to Business)	3
Business Administration 210 (Business Law)	3
Business Administration 215 (Financial Accounting).....	3
Computer Technology 101 (Computer Literacy)	3
English 101 (Freshman English I)	3
Total: 15	

SECOND SEMESTER	
Business Administration 110 (Business Professionalism and Ethics)	2
Business Administration 209 or 213 (Human Resources and Supervision or Principles of Management)	3
Business Administration 216 (Principles of Marketing)	3
Elective.....	1
English 112 (Business and Technical Communications)	3
Humanities 110 or Speech 101 (Interdisciplinary Leadership I) or Speech Communication)	3
Total: 15	
Total Credit Hours: 30	

NOTE: All courses specifically identified by course number are graduation requirements for this program.