

CAREER STUDIES CERTIFICATE (221-212-04)

Business Industrial Supervision

Purpose: The program is designed to prepare individuals to operate in business and industry on the supervisory level by providing a broad foundation of general business, management, technology, industrial safety and human relations.

Occupational Objectives: Entry-level supervisory positions including: manager, supervisor, foreman, team leader, or management trainee. Additionally, it is designed to serve those who may be seeking a promotion to either an entry level management position or those seeking higher levels of management responsibility.

Admission Requirements: Applicants must meet the general admission requirements for admission to the college. Developmental courses are required for students with deficiencies in English.

Students who do not place into college-level English on the placement test will be required to take developmental courses (i.e., ENG 1, ENG 3, ENG 4, ENG 7).

Program Requirements: It is strongly recommended that students take ENG 111 in the first semester of coursework.

CURRICULUM AND OTHER REQUIREMENTS

GENERAL EDUCATION CORE COURSES **CREDITS**

ENG 111*	College Composition I	3
ITE 115	Intro Computer Applications and Concepts	3
PSY 200	Principles of Psychology	3

BUSINESS INDUSTRIAL SUPERVISION AND RELATED COURSES

BUS 100	Introduction to Business	3
BUS 111	Principles of Supervision I	3
BUS 205	Human Resource Management	3
SAF 127	Industrial Safety	2
Total Minimum Credits for Certificate		20

* This course has a prerequisite. Prerequisites for all courses are listed in the course description section at the back of the catalog.

SUGGESTED SCHEDULE

FIRST YEAR	SPRING
FALL	BUS 111
ENG 111	ITE 115
BUS 100	
ENG 111	
SECOND YEAR	
FALL	
BUS 205	
PSY 200	
SAF 127	