

Supervision and Management Certificate

Program Coordinator: Ben Bullen • LRC 217 • 276-739-2452

Length: Two semesters (one year)

Purpose: With increased development of business, industry, and government in Virginia, there is a great need for qualified management personnel. The supervision and management program is designed to train personnel for full-time employment upon completion of the course requirements. In addition, the curriculum furnishes the student the option to transfer into the AAS degree Management program.

Occupational Objectives: Entry Level Management, Industrial Supervision, Small Business Management

Admission Requirements: A student eligible for admission to the College can normally be considered for admission to Supervision and Management certificate curriculum. Proficiency in high school English and mathematics is required. Students who are not proficient in English and mathematics will be required to correct their deficiencies in developmental courses.

Program Requirements: The one year curriculum provides training in general business, accounting, management, and information systems. In addition to this, the curriculum includes supportive courses as a preparation for entrance into the job market. Upon successful completion of the curriculum, the student will be awarded a Certificate in Supervision and Management.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester (Fall)				
ACC 211	Principles of Accounting I	4	0	4
BUS 100	Introduction to Business	3	0	3
BUS 205	Human Resource Management	3	0	3
ENG 111	College Composition I	3	0	3
MTH 132	Business Mathematics	3	0	3
SDV 101	Orientation to College Success	1	0	1
Total		17	0	17
Second Semester (Spring)				
BUS 200	Principles of Management	3	0	3
BUS 241	Business Law	3	0	3
BUS 225	¹ Applied Business Statistics	3	0	3
CST 100	Principles of Public Speaking	3	0	3
ITE 115	Intro. to Computer Applications and Concepts	3	0	3
PSY 120	² Human Relations	3	0	3
Total		18	0	18
Total Minimum Credits Required for Certificate				35

Footnotes:

1. Prerequisite: MTH 132.
2. Psychology 200 will substitute for PSY 120.