

## Industrial Supervision

### Career Studies Certificate

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

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
BUS 117	Human Relations and Leadership Development	3	0	3
BUS 200	Principles of Management	3	0	3
BUS 241	Business Law I	3	0	3
CST 100	Principles of Public Speaking	3	0	3
MKT 100	Principles of Marketing	3	0	3
SAF 127	Industrial Safety	2	0	2
<b>Total</b>		<b>17</b>	<b>0</b>	<b>17</b>

## Small Business Management

### Career Studies Certificate

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

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
MKT 100	Introduction to Marketing	3	0	3
BUS 100	Introduction to Business	3	0	3
BUS 200	Principles of Management	3	0	3
BUS 241	Business Law I	3	0	3
BUS 295	NX Level for Entrepreneurs	3	0	3
<b>Total</b>		<b>15</b>	<b>0</b>	<b>15</b>

## Retail Management

### Career Studies Certificate

Program Coordinator: Ben Bullen • LRC 215 • 276-739-2452

Length: Two Semesters

**Purpose:** Designed for the retail industry, the Career Studies Certificate in Retail Management provides successful students with the knowledge, skills and competency required for managerial success.

**Occupational Objectives:** Managers, Assistant Managers and Department Managers.

**Admission Requirements:** A student eligible for admission to the College can normally be considered for admission to the Retail Management Certificate.

**Program Requirements:** The curriculum will include technical, industrial, and behavioral management courses that will prepare students for future success in a management career. Upon completion of the program, students are awarded the Career Studies Certificate in Retail Management.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
<b>First Semester</b>				
ITE 115	Intro. to Computer Applications	3	0	3
MKT 100	Principles of Marketing	3	0	3
AST 205	Business Communication	3	0	3
BUS 205	Human Resource Management	3	0	3
<b>Total</b>		<b>12</b>	<b>0</b>	<b>12</b>
<b>Second Semester</b>				
BUS 200	Principles of Management	3	0	3
BUS 201	Organizational Behavior	3	0	3
FIN 215	Financial Management	3	0	3
MKT 216	Retail Management	3	0	3
<b>Total</b>		<b>12</b>	<b>0</b>	<b>12</b>
<b>Total Minimum Credits Required for Certificate</b>				<b>24</b>