

# SUPERVISION, CAREER PATHWAY CERTIFICATE OF COMPLETION

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The Career Pathway Certificate of Completion: Supervision prepares the individual for careers in supervision and management. Its objective is to assist students in learning the newest supervisory and management skills and to help businesses save money on training costs.

## GRADUATION REQUIREMENTS

Students must complete a minimum of 22 credit hours with a cumulative Grade Point Average (GPA) of 2.0 or better. All courses must be completed with a grade of 'C' or better. Six (6) credits must be completed at Southwestern before the Career Pathway Certificate of Completion is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

## PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program, the student will be able to:

- Demonstrate effective communication skills including both verbal and written.
- Understand the role of a leader.
- Identify and implement strategies for managing employee relations.

Program Guide

Course	Title	Credits
<b>First Year</b>		
<b>Fall</b>		
BA101Z	Introduction To Business	4
<b>Credits</b>		<b>4</b>
<b>Winter</b>		
BA285	Human Relations in Organizations <sup>1</sup>	3
WR115	Fundamentals of Report Writing	4
COMM218Z	Interpersonal Communication <sup>2</sup>	4
<b>Credits</b>		<b>11</b>
<b>Spring</b>		
BA206	Management Fundamentals	4
BA224	Human Resource Management	4
<b>Credits</b>		<b>8</b>
<b>Total Credits</b>		<b>23</b>

<sup>1</sup> BA120, BA285, PSY100, PSY201Z, PSY202Z will satisfy this requirement.

<sup>2</sup> COMM100Z, COMM111Z, COMM218Z, COMM219 will satisfy this requirement.