
BUSINESS SUPERVISION CERTIFICATE

PROGRAM OVERVIEW

Robin Imgrund, *Division Chair*
 rimgrund@allegany.edu
 Humanities 17
 301-784-5185

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 the 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.

COURSE REQUIREMENTS

REQUIRED BUSINESS COURSES

BUAD-101	Introduction to Business
BUAD-110	Business Professionalism and Ethics
BUAD-210	Business Law
BUAD-215	Financial Accounting
BUAD-209 or	Human Resources and Supervision or
BUAD-213	Principles of Management
BUAD-216	Principles of Marketing

REQUIRED GENERAL COURSES

COMP-101	Computer Literacy
ENG-101	English Composition I
ENG-112	Business and Technical Communication
HUM-110 or	Interdisciplinary Leadership I or
SPCH-101	Speech Communication

REQUIRED ELECTIVE COURSES

Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

Elective - 1 credit

PROGRAM PATH

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

FIRST SEMESTER

	<u>Credit Hours</u>
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 (English Composition 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 Communication)	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.