

# LEADERSHIP AND SUPERVISION--- INTERMEDIATE

## Certificate of Achievement Career/Technical (Major Code: 01154)

Designed to build on the basic skills acquired in the Leadership and Supervision certificate of proficiency program. Examples of vocations for which this certificate prepares graduates include first line supervisors and managers for food service, first line supervisors and managers for retail and hospitality, supervisors and managers within governmental departments and non-profits. This program emphasizes the development of versatile leadership abilities as well as skills in planning and problem solving, organizing, staffing, training, and working with individuals and teams.

## Program Student Learning Outcomes

- Student will communicate with co-workers, supervisors and subordinates in an appropriate manner with clarity and organization within the context of a business organization.
- Student will work effectively as a member of a team by providing input to the team, actively listening to the input of others, and discussing and integrating this shared input into new ideas.
- Student will work with people of various cultures and backgrounds in an effective and productive manner.

## Gainful Employment

The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: [www.swccd.edu/gainfulemployment](http://www.swccd.edu/gainfulemployment) (<http://www.swccd.edu/gainfulemployment/>).

Code	Title	Units
<b>Program Requirements</b>		
ACCT 7 or ACCT 101	BASIC BUSINESS BOOKKEEPING PRINCIPLES OF ACCOUNTING I	3-4
BUS 120 or BUS 134	INTRODUCTION TO BUSINESS eBUSINESS I: PRINCIPLES OF ELECTRONIC COMMERCE	3
BUS 140	BUSINESS LAW/THE LEGAL ENVIRONMENT OF BUSINESS	3
BUS 142	BUSINESS ETHICS—CORPORATE AND PERSONAL	1
BUS 174 or BUS 121	INTRODUCTION TO INTEGRATED MARKETING COMMUNICATIONS PRINCIPLES OF MONEY MANAGEMENT	3

BUS 211 or BUS 212	COMMUNICATION IN BUSINESS AND INDUSTRY BUSINESS COMMUNICATION	3
CL 120 or CIS 101	COMPUTER LITERACY INTRODUCTION TO BUSINESS INFORMATION SYSTEMS	1-4
Select one of the following:		2-4
BUS 290	WORK EXPERIENCE IN BUSINESS I	
BUS 291	WORK EXPERIENCE IN BUSINESS II	
BUS 292	WORK EXPERIENCE IN BUSINESS III	
BUS 293	WORK EXPERIENCE IN BUSINESS IV	
Complete courses required for Leadership and Supervision--- Basic certificate ( <a href="http://catalog.swccd.edu/associate-degree-certificate-programs/leadership-supervision/leadership-supervision-basic-certificate/">http://catalog.swccd.edu/associate-degree-certificate-programs/leadership-supervision/leadership-supervision-basic-certificate/</a> )		13-14
<b>Total Units</b>		<b>32-39</b>

**Note:** It is recommended that students complete the Leadership and Supervision - Basic Certificate plus half of the courses required for the Leadership and Supervision - Intermediate certificate prior to enrolling in BUS 290–BUS 293.