



20000 68th Ave W
Lynnwood, WA 98036-5999
www.edcc.edu

Business Management Supervision Certificate Program Requirements 2011-2012

Student Name _____
Student ID _____

Program Description The Business Management Supervision Certificate is designed for current and future supervisors who desire the skills to be an effective leader, supervisor or manager. The certificate requires students to work with a Business Management adviser to select those courses which will help students achieve their educational and career goals. Courses from this certificate may apply to the Business Management Department's Associate of Technical Arts Degree. Many courses are available online. Refer to the class quarterly schedule.

Degree Outcomes Outcomes for Edmonds Community College degrees and certificates can be found in the online college catalog at the bottom of each degree or certificate. To find specific outcomes, click on the degree or certificate from the program list in the online catalog at <http://catalog.edcc.edu>

Common Course Numbering Changes: Please refer to www.edcc.edu/ccn for more information.

Credit/Grade Requirements A Certificate of Specialization is awarded upon a student's completion of the **35** credits as outlined. A minimum of 30 credits or one-third of the required credits, whichever is less, must be earned at Edmonds Community College. Students are required to maintain a minimum cumulative grade point average of 2.0 in all college-level courses.

Students are advised to

- Plan their schedule several quarters in advance in order to accommodate courses that are offered only once or twice a year
- Review the college catalog for required course prerequisites and include these in schedule planning
- Communicate with a faculty adviser

Graduation Application A completed Graduation Application form must be submitted to Enrollment Services by the 10th day of the quarter in which the student expects to graduate. Forms are available at Enrollment Services located in Lynnwood Hall, or online at www.edcc.edu/credentials/.

Advisers The advisers for this program are

Claudia Levi	claudia.levi@edcc.edu	425-640-1388
Ann Paulson	apaulson@edcc.edu	425-640-1613
Marie Tran	marie.tran@edcc.edu	425-640-1637

College Resources

Department Website	http://mgmt.edcc.edu
Home Page	http://www.edcc.edu
How to Enroll	http://getstarted.edcc.edu
Transfer Center	http://transfer.edcc.edu
Advising appointments	425-640-1458
College Bookstore	http://bookstore.edcc.edu

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Course	Qtr	Credit	Grade
Business Computer Applications (5 credits minimum)			
BSTEC 130 Computer Fundamentals OR	_____	_____	_____
CIS 100 Introduction to Business Computing	_____	5	_____
Communication Skills (5 credits minimum)			
BSTEC 110 Business Communications:CD OR	_____	_____	_____
ENGL 100 Introduction to College Writing OR	_____	_____	_____
ENGL& 101 English Composition I *	_____	5	_____
Business Management (25 credits)			
BUS& 101 Introduction to Business *	_____	5	_____
MGMT 100 Human Relations/Organization:CD	_____	5	_____
MGMT 214 Principles of Management	_____	5	_____
<i>Select 10 credits from the following</i>			
BSTEC 108 Business Presentations	_____	5	_____
BSTEC 294 Career Management	_____	3	_____
BUS 290 Professional Development Seminar AND	_____	1	_____
BUS 291 Business Internship	_____	1-5	_____
MGMT 106 Retail Management	_____	5	_____
MGMT 110 Sustainable Business Practices	_____	5	_____
MGMT 122 Customer Relations Management	_____	3	_____
MGMT 132 Time Management	_____	5	_____
MGMT 134 Leadership	_____	2	_____
MGMT 180 Finance-Money Management	_____	5	_____
MGMT 220 Human Resource Management	_____	5	_____
MGMT 234 Facilitation Skills	_____	3	_____
MGMT 255 Special Topics	_____	1-5	_____
MGMT 270 Project Management I	_____	5	_____

Explanatory Notes

* This course may meet a requirement for an Edmonds Community College AA degree. Business transfer requirement vary by institution. See a transfer adviser for specific information

_____	_____	_____	_____
Adviser's Signature	Date	Dean's Signature	Date