

NEW SUPERVISOR OR MANAGER CERTIFICATE

Overview

This is one of three business management certificates that equip new business professionals for front-line supervisory positions. Students may complete only this certificate or may pursue the other two certificates (New Supervisor or Manager, Data Analyst). Coursework from this certificate can be applied to the requirements for a Bachelor of Science in Business Administration.

Program Outcome

- Implement effective managerial skills by fostering collaboration, resolving conflicts, delegating responsibilities, managing performance, and implementing effective problem-solving strategies.

Admission Requirements

- Meet the general requirements (<https://catalog.bethel.edu/adult-professional-studies/admission/general-requirements-admission-caps/>) for admission to the College of Adult & Professional Studies.

Students who have not achieved the minimum GPA, grade standards, or other assessment criteria may still apply to be considered for provisional acceptance. See *Admission Categories*.

Certificate Requirements

The required curriculum for the New Supervisor or Manager Certificate comprises of a 16 semester credit sequence of courses.

Code	Title	Credits
BUSN 104	Introduction to Business	4
BUSN 220	Management Information Systems	4
ACCT 200	Financial Accounting	4
BUSN 200	Business Problem Solving	2
BUSN 302	Human Resource Management	2
Total Credits		16