

Certificate in Supervision Requirements

- W100 – Introduction to Business** - Business administration from the standpoint of the manager of a business firm operating in the contemporary economic, political and social environment. No credit for juniors and seniors in the B.S. in Business programs.
- S122 – Interpersonal Communications** - Practical consideration of spontaneous human interaction in face-to-face situations. Special attention is given to perception, language, and attitudes in dyads and small groups.
- S300 - Personnel Supervision** - An introduction to and overview of the fundamental concepts of supervisory management. Emphasis is placed upon the supervisor's major personnel functions, including organizing, planning, communication, job definition and assignment, recruiting, orientation, training, salary administration, and labor relations.
- S310 - Production Supervision** - The role and function of the supervisor in the production of goods and services. Course will include such production topics as scheduling, quality control, time and motion studies, cost control, tooling, etc.
- S320 – Labor Relations** - An introduction to labor relations for supervisors. The organization of labor unions and federations, certification, contracts, collective bargaining, grievances, arbitration, and labor law will be covered.

Notify the [Division of Continuing Studies](#) when all classes are completed so your certificate can be sent to you. Due to certification procedures, it takes approximately 8 – 12 weeks to receive Certificates of Completion. Certificates are processed at the end of each semester.

Minor in Supervision Requirements

Student must complete all 5 courses required for the certificate, plus 6 credit hours from a body of knowledge consistent with the supervision field. The additional courses should be consistent with career goals of the student and come from the following categories:

- Manufacturing Processes and Technology:** BUS P301 Operations Mgmt., BUS P430 Total Quality Management, ECON E280 Applied Statistics, IET104 Industrial Organization (Purdue Programs), MET141 Materials and Processes (Purdue Programs), or MET242 Manufacturing Processes (Purdue Programs).
- Communication Skills:** ENG 231 Professional Writing Skills, SPCH S223 Business and Professional Speaking, SPCH S322 Advanced Interpersonal Communication, SPCH S450 Gender and Communication.
- Counseling and Human Behavior:** BUS Z302 Organization Behavior, PSY B366 Intro to Organizational Psychology in Business and Industry, PSY B368 Intro to Personnel Psychology, PSY P233 Industrial Psychology.
- Industry-Specific Courses:** AHLT M330 Medical Terminology, CHEM C104 Physical Sciences and Society, HPER H160 First Aid

Persons who already completed COAS W100 and SPCH S122 at accredited institutions need not repeat them. The remaining courses must be taken after admission into the program.

A total of 15 credit hours must be completed with a minimum GPA of 2.0 (C) for all 15 credit hours, with no grade below a C- in any course. Pass/Fail grades are not applicable to the certificate or minor.