

Business Administration First-Line Supervisor Fundamentals Career Pathway Certificate

Less-Than-One-Year Certificate of Completion

The First-Line Supervisor Fundamentals Career Pathway Certificate provides students with foundational skills required for supervisory positions. These skills relate to human relations in the workplace, computer technology applications, business and professional communications, and general management principles.

With this industry-driven certificate, those who wish to enter occupations in retail, food service, banking, and related areas can enhance their employability by completing this coursework; individuals already working in these occupational areas can complete this certificate to enhance their promotional opportunities or increase their professional development.

This certificate is also the first step toward completing higher-level certificates and degrees and it reflects coursework in the AAS in Business Administration. This certificate is available both in the classroom and fully online.

Students are encouraged to consider college preparatory coursework in writing and computer keyboarding if needed. Contact Program Lead Linda Davenport Williamson to discuss your career goals and to learn more about this industry-recognized statewide certificate.

Program Learning Outcomes

Upon successful completion of the certificate, students will be able to:

- Apply concepts, methods, and tools of management in an ethical manner to typical business operations.
- Use technology and software applications effectively for common business operations.
- Demonstrate the ability to work effectively with others in a team environment.

Program Requirements

Number of credit hours necessary for completion: **13**

Technical Core

- [BUS 206 - Management Fundamentals](#) **3.00 credits** or
 - [BUS 206M - Management Fundamentals](#) **5.00 credits**
 - [BUS 214 - Business Communication](#) **3.00 credits**
 - [BUS 285 - Human Relations in Organizations](#) **3.00 credits**
 - [CAS 133 - Intro to Computing Skills](#) **3.00 credits**
 - [CAS 133L - Intro to Computing Skills Lab](#) **1.00 credit**
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KLAMATH COMMUNITY COLLEGE

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Fall Term 2021

On Campus Courses

CGS100.03	College Survival & Success	M, W, F	1:00 - 1:50
CAS133.02	Intro to Computing Skills Lecture	M, W	2:00 - 3:20
CAS133L.02	Intro to Computing Skills Lab	T, R	2:00 - 3:20

Online Courses

CGS100.01DE	College Survival & Success		
CAS133.01DE	Intro to Computing Skills Lecture		
CAS133L.01DE	Intro to Computing Skills Lab		
WRI121.01DE	English Composition I (Prerequisite for BUS214)		



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Winter Term 2022

On Campus Courses

BUS285.01	Human Relations in Organizations M, W	3:00 – 4:20
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Online Courses

BUS214.01DE	Business Communication (<u>Prerequisites</u> : CAS133 and WRI121)
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BUS285.01DE	Human Relations in Organizations
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Spring Term 2022

Online Courses

BUS206.01DE	Management Functions
BUS214.01DE	Business Communication (Prerequisite: CAS133 and WRI121)