

# CERTIFICATE REQUIREMENTS

[www.cvtc.edu](http://www.cvtc.edu) – 1-800-547-2882

## *Supervisor's Certificate Achievement Credential*

*This program was developed to provide working adults with the skills and understanding necessary to be effective in supervisory and management positions in business, industry, government, and health care. Instruction is designed to provide skills in leadership techniques, project management, motivation, quality, business organization, employee relations, and human resource management. Courses in this program are offered at varying times to accommodate work schedules. Core courses are offered in an 8-week accelerated format (24 hours per course).*

Course Number	Course Title	Hrs./ Week	Credits	Prerequisite(s)/Comments
196-163	Personal Skills for Supervisors	3	3	
196-190	Leadership Development	3	3	196-163, 196-191
196-191	Supervision	3	3	196-163 or concurrent
196-192	Managing for Quality	3	3	196-163 or concurrent
801-195	Written Communications	3	3	
801-196	Oral/Interpersonal Communications	3	3	
809-195	Economics	3	3	
809-198	Introduction to Psychology	3	3	
	<b>Total Credits</b>		<b>24 cr.</b>	

**TOTAL CREDITS REQUIRED = 24**