

# GUIDED PATHWAY: SUPERVISOR CERTIFICATE

## BUSINESS, HOSPITALITY and GLOBAL TRADE CAREER PATH



For more information, visit the [Dallas College Management webpage](http://www.dcccd.edu/Management) [www.dcccd.edu/Management] and your academic advisor at your campus.

This is an example course sequence for students interested in pursuing a Supervisor Certificate. It does not represent a contract, nor does it guarantee course availability. Following this pathway will help you earn a Supervisor Certificate. Courses from this certificate may apply to the related A.A.S. degree. Students must earn at least 25% of the credit hours required for graduation through instruction by Dallas College. Visit the catalog for [official certificate requirements](#).

The Supervisor certificate is designed to prepare students for entry-level supervisory positions in business. All the courses for this certificate are applicable to the Associate of Applied Science degree in Management. Courses that complete the Supervisor Certificate are noted below.

Students pursuing this certificate are waived from the [Texas Success Initiative \(TSI\)](#) standards, but must meet course prerequisites.

<b>Catalog Year</b>	2020-2021	You may use this pathway if you entered Dallas College on or before this date.
<b>Degree Type</b>	Level I Certificate	
<b>GPA Requirement</b>	Student must earn a GPA of 2.0 or higher	
<b><a href="#">TSI</a></b>	May be Exempt	

### SEMESTER-BY-SEMESTER MAP FOR FULL-TIME STUDENTS

All plans can be modified to fit the needs of part-time students. This is not an official degree plan. See catalog for [official certificate requirements](#).

#### CERTIFICATE MINIMUM: 18 SEMESTER CREDIT HOURS

#### SEMESTER 1 Total Hours: 12

[BMGT 1301](#) – Supervision  
[BMGT 1327](#) – Principles of Management  
[BUSI 1301](#) – Business Principles  
[HRPO 2301](#) – Human Resources Management

##### SEMESTER 1 ACTION ITEMS

1. Meet with your advisor to confirm academic and career goals before the end of the semester.
2. Meet with a career advisor or coach to research your career options and opportunities for job shadowing.
3. Meet with a faculty or career advisor regarding placement for the Cooperative Education course.

#### SEMESTER 2 Total Hours: 6

[BMGT 2303](#) – Problem Solving and Decision Making  
[BMGT 1382](#) – Cooperative Education-Business Administration and Management, General

##### SEMESTER 2 ACTION ITEMS

1. Meet with your advisor to request an official program of study audit and confirm or update your academic and career path and program of study
2. Meet with your advisor to apply for the Supervisor Certificate.
3. Sign up for commencement.

**PATHWAY TOTAL: 18 SEMESTER CREDIT HOURS**