

# Statewide Certificate of Completion (12-30 credits) (SCC)

## First-line Supervisor Fundamentals CC

### a. Program Description

The First-Line Supervisor Fundamentals certificate provides the skills in four categories necessary to make a living in retail or food service, human relations in business; business computing; business communication; and fundamentals of management. These skills are necessary for a first-line supervisor career. The First-Line Supervisor Fundamentals certificate builds directly into the Retail Management certificate.

### b. Program Curriculum

BA-131	Introduction to Business Computing	4.00
BA-206	Management Fundamentals	4.00
BA-214	Business Communications	3.00-4.00
or BA-205	Business Communications With Technology	
BA-285	Human Relations in Business	4.00
<b>Total Credits</b>		<b>15-16</b>

### c. Rationale for Inactivation

This certificate was developed several years ago in response to a request from a retail partner for a supervision-focused credential. However, it was created without input from the Business Department and does not include a supervision course. Since its inception, there has been little to no student interest or further engagement from retail partners. Given the lack of demand and the program's misalignment with its original intent, we recommend discontinuing this certificate. The objectives can be more appropriately addressed through the existing Management Fundamentals program.

### d. Teach Out Plan

There are three students currently in the program. Students will be emailed and each student personally contacted to ensure confirmation of understanding about the program. This program will go through a teach out period and the courses and program will be offered to current students in the program through Spring 2026. All current courses within the program will remain. All resources and support services will remain for all students within the program. There will be no additional charge to the students in this program during the teach out phase.