



2026-2027 Certificate

Certificate: LEADERSHIP ESSENTIALS (61-196-4)

Credits: 9 Credits

Description: This certificate is our primary certificate and can be completed in one semester. The combination of all of the courses will build the skills necessary for the leader ready for the role of supervisor within the service or manufacturing industries.

Related Program: Human Resources

The sequence shown is the recommended path to completion. Courses will be scheduled in the terms indicated here.
All courses should be taken in the order shown to help you stay on track and graduate according to your academic plan.
Courses in this program may be offered in a variety or combination of formats (for example: in-person, video conferencing, online, etc.).

REQUIRED COURSES

NOTE: Requisites (prereq- before/ coreq-with)

O = Online, F=Fall, S=Spring, SU=Summer

✓	Term One	Cr.	Prerequisite	Corequisite	O
	196-137 Certified Service Specialist	3			F/S/SU
	196-190 Leadership Development	3			F/S/SU
	196-191 Supervision	3			F/S/SU
	Total Credits	9			

Students who are interested in continuing the 10-116-1 Human Resources program can earn their associate degree by completing an additional 52 credits. Please see your academic advisor for details.

NOTE: Students must complete the certificate program with a cumulative GPA of 2.0 or above.