

Supervision and Management Certificate

Program Coordinator:

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Program Purpose: This curriculum is designed to train personnel for full-time employment in Entry Level Management, Industrial Supervision, and Small Business Management positions. In addition, the curriculum furnishes the student the opportunity to elect to transfer into the AAS degree program.

First Semester (Fall)		
ENG 111	College Composition I	3
MTH 132	Business Math	3
ACC 211	Principles of Accounting I	4
BUS 205	Human Resource Management	3
BUS 100	Introduction to Business	3
SDV 101	Orientation to College Success	1
Total Credits		17
Second Semester (Spring)		
BUS 241	Business Law	3
BUS 200	Principles of Management	3
BUS 225	Applied Business Statistics ¹	3
ITE 115	Intro. To Computer Applications and Concepts	3
CST 100	Principles of Public Speaking	3
PSY 120	Human Relations ²	3
Total Credits		18

Total minimum credits for AAS Degree 35



Students who complete ITE 115 or ITE 119 are eligible to test for Microsoft Office Specialist (MOS) Word 2016 & Powerpoint 2016 Certification.

¹ Prerequisite: MTH 141 or 132

² PSY 200 will substitute for PSY 120