

Name:		Student ID#:		
CERTIFICATE IN SUPERVISORY MANAGEMENT – 5202013279				
Required Courses		Credit	Grade	Complete
CIT 105	Introduction to Computers	3		
OST 235	Business Communications Technology	3		
BAS 160	Introduction to Business	3		
BAS 287	Supervisory Management	3		
BAS 274	Human Resource Management	3		
Total Required Course Credits		15		

Choose 6 hours from the following **Technical Courses**. Students may select other courses as approved by the Business Administration Systems Program Coordinator.

Technical Courses		Credit	Grade	Complete
BAS 283	Principles of Management	3		
BAS 288	Personal and Organizational Leadership	3		
BAS 290	Management, Ethics & Society	3		
OST 275	Office Management	3		
QMS 101	Introduction to Quality Systems	3		
Total Certificate Credits		21		

NOTES: