

SUPERVISORY MANAGEMENT CERTIFICATE (5202013279)



Name: _____

Student ID: _____

REQUIRED COURSES	Credit	Grade	Complete
CIT 105 Introduction to Computers OR OST 105 Introduction to Information Systems	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		
QMS 201 Customer Service Improvement Skills	3		
Total Certificate Credits	21		

NOTES:
