

Certificate (one year): Office Supervision

	FALL TERM	WINTER TERM	SPRING TERM
YEAR 1	BA 101 Intro to Business (4 CR)	BA 131 Intro to Business Tech. (4 CR)	MTH 105 Math in Society (4 CR)
	BA 211 Principles of Accounting I (4 CR)	BA 212 Principles of Accounting II (4 CR)	WR 121 English Composition I (4 CR)
	CAS 133 Basic Computer Skills (4 CR)	CAS 170 Beginning Excel (3 CR)	BA 205 Business Communication (4 CR)
		BA 224 Human Resources Mgmt. (3 CR)	
	12 Credit Total	14 Credit Total	12 Credit Total
	FALL TERM	WINTER TERM	SPRING TERM
YEAR 2	BA 218 Personal Finance (3 CR)		
	BA 285 Human Relations in Organizations (3 CR)		
	BA 206 (M) Management Fund. (3 CR)		
	9 Credit Total		Total Credits: 47

Part Time Students:

YEAR 1	YEAR 2	YEAR 3	YEAR 4
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2022-2023

One-year Office Supervision	CR
BA 101: Intro to Business ^F	4
BA 131: Intro to Business Technology ^W	4
BA 205: Business Communication ^{Sp}	4
BA 206: Management Fundamentals ^F	3
BA 211: Principles of Accounting I ^F	4
BA 212: Principles of Accounting II ^W	4
BA 218: Personal Finance ^F	3
BA 224: Human Resources Management ^W	3
BA 285: Human Relations in Organizations * ^F	3
CAS 133: Basic Computer Skills ^F	4
CAS 170: Beginning Excel ^W	3
MTH 105: Math in Society* ^{Sp}	4
WR 121: English Composition I* ^{Sp}	4
Total	47
* Satisfies Gen. Ed. Related Instruction	
F = Fall; W = Winter; Sp = Spring; Su = Summer	