

Certificate (one year): Office Supervision

	FALL TERM	WINTER TERM	SPRING TERM
YEAR 1	BA 101Z Intro to Business (4 CR)	BA 131 Intro to Business Tech. (4 CR)	MTH 105Z Math in Society (4 CR)
	BA 211 Principles of Accounting I (4 CR)	BA 212 Principles of Accounting II (4 CR)	WR 121Z 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
YEAR 2	FALL TERM	WINTER TERM	SPRING TERM
	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
---------------	---------------	---------------	---------------