

Office Supervision Certificate

Overview

This program certificate prepares students to supervise and manage the operations and personnel of business offices and management-level divisions. The program emphasizes courses in employee supervision, business management, budgeting; fundamental accounting concepts, leadership, and team building along with specialty courses in microcomputer applications.

Certificate Learning Outcomes

Students who successfully complete this certificate will be able to:

1. Apply analytical thinking and problem solving strategies to make managerial decisions.
2. Communicate effectively with employees and diverse business teams.
3. Use computer applications for accounting procedures, managerial analysis, and presentations.

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
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One-year Office Supervision	CR
BA 101Z: 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
<i>* Satisfies Gen. Ed. Related Instruction</i>	
^F = Fall; ^W = Winter; ^{Sp} = Spring; ^{Su} = Summer	

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