



Business Administration
Supervisory Management Certificate
Effective Fall 2008

Semester	Number	Course Name	Hours
Required:			
_____	CIS 100	Introduction to Computers	3
_____	OST 235	Business Communications Technology	3
_____	BA 160	Introduction to Business	3
_____	BA 287	Supervisory Management	3
_____	BA 274	Human Resource Management	3
Choose 6 credit hours from the following Approved Technical Courses*:			
_____	BA 283	Principles of Management	3
_____	BA 288	Personal and Organizational Leadership	3
_____	BA 290	Management, Ethics & Society	3
_____	OST 275	Office Management	3
_____	QMS 101	Introduction to Quality Systems	3
			Total Credits 21

*Students may select other technical courses approved by the Business Administration Program Coordinator.

If a discrepancy exists between the requirements stated on the requirement sheet and the system catalog for the stated year, the system catalog will be considered the ultimate authority of requirements.