

Fall 2018 – Spring 2019				
Developmental Studies: DRE 098, DMA 010-040				
Bus Admin Management & Supervision CERTIFICATE (C25120A)				
Major Courses		Pre Requisites	Contact Hours	Credit Hours
FALL				
BUS 110	Introduction to Business	DRE 097	3	3
OMT 156	Problem Solving Skills	NONE	3	3
INT 110	International Business	NONE	3	3
SPRING				
BUS 137	Principles of Management	DRE 098	3	3
BUS 135	Principles of Supervision	BUS 110	3	3
PMT 110	Introduction to Project Management	BUS 110	3	3

Total Credits Needed: 18

This Management and Supervision certificate program is designed to give participants concentrated knowledge and practice with skills and abilities needed to manage employees. Upon completion students should be able to manage and supervise in a variety of business scenarios.

Program Outcomes:

Work as a contributing member of a team utilizing knowledge of organizing, planning, leading, and controlling.

Apply supervisory principles in the workplace.

Enhance relationships with others and be able to apply a systematic problem-solving approach.

Demonstrate knowledge, strategies, and techniques needed to create and execute plans for project development and management.

Describe the foundation of international business.