

SUPERVISION AND MANAGEMENT, CERTIFICATE

Certificate in Supervision & Management (242303C)

The Supervision and Management certificate is aimed at providing knowledge and skills to the new and existing supervisor as well as to the individual who aspires to a supervisory position.

To apply, go to: The College of Applied Science & Technology Advising Services, Polsky 301.

Program Contact

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The following information has official approval of the **Department of Applied General and Technical Studies** and the **College of Applied Science and Technology**, but is intended only as a guide. Completion of this certificate is contingent upon many factors, including but not limited to: class availability, total number of required credits, work schedule, finances, family, course drops/withdrawals, successfully passing courses, prerequisites, among others.

The following courses constitute a "Certificate in Supervision and Management" and must be completed with a minimum grade point average of 2.5 overall for the certificate to be noted on the student's record. This certificate may be earned independent of earning a degree.

Summary

Code	Title	Hours
	Business Management Skills	9
	Electives	5
Total Hours		14

Business Management Skills

Code	Title	Hours
Select 9 credits minimum of the following:		9
2420:103	Essentials of Management Technology	
2420:104	Introduction to Business	
2420:202	Elements of Human Resource Management	
2280:233	Restaurant Operations & Management	
2280:240	Supervision in the Hospitality Industry	
2420:300	Supervision	
2870:332	Management of Technology Based Operations	
2880:100	Basic Principles of Manufacturing Management	
2880:232	Labor Management Relations	
Total Hours		9

Electives

Code	Title	Hours
Select 5 credits of the following:		5
2020:224	Writing for Advertising	
2020:325	Signs of Professional Writing	
2030:345	Technical Data Analysis	
2040:241	Technology & Human Values	
2040:240		
2040:243	Contemporary Global Issues	
2040:247	Survey of Basic Economics	
2420:270	Business Software Applications	
2420:211	Essentials of Financial Accounting	
2920:310	Economics of Technology	
2880:241	Introduction to Quality Assurance	
xxxx:xxx	Other Supervision/Management related courses approved by faculty of Department of Applied Science & Technical Studies	
Total Hours		5