

SUPERVISOR'S CERTIFICATE LEVEL I

PROGRAM INFORMATION: This program is designed to help equip new or potential supervisors with primary skills for meeting the requirements placed on first-line supervisors. Upon successful completion of the program, a Certificate of Completion will be awarded to the student.

Tech Prep: Articulated credit may be available for some courses students complete while in high school. See the Tech Prep director for more information.

FALL

Subject:		Sem. Hrs.
MRKG 1301	Customer Relations3
BMGT 2309**	Leadership3
BMGT 1327	Principles of Management OR	
BUSG 2309	Small Business Management3
HRPO 2301	Human Resource Management3
POFT 1301	Business English3
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SUPERVISOR'S CERTIFICATE LEVEL II

FALL

Subjects		Sem. Hrs.
MRKG 1301	Customer Relations3
HRPO 2301	Human Resource Management3
BMGT 2309	Leadership3
BMGT 1327	Principles of Management OR	
BUSG 2309	Small Business Management3
POFT 1301	Business English3
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SPRING

Subjects		Sem. Hrs.
MRKG 1311	Principles of Marketing3
COSC 1401	Microcomputer Applications OR	
ITSC 1409	Integrated Software App. I4
POFT 2312	Bus. Corr. & Communication3
SPCH 1321	Business & Prof. Speaking OR	
SPCH 1315	Public Speaking3
BMGT 1368*	Practicum I Business Admin. Mgt.3
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FALL

Subject:		Sem. Hrs.
BMGT 1369	Practicum II - Business Admin. Mgt.3
HRPO 2307**	Organizational Behavior3
ACCT 2401	Principles of Financial Accounting4
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*Students who can't complete the practicum should contact (903) 875-7559.

**Capstone course must be taken in final semester.