

The certificate of proficiency and the technical certificate programs give the student the opportunity to earn certificates while completing steps toward an Associate of Applied Science degree.



## TECHNICAL CERTIFICATE BUSINESS MANAGEMENT & SUPERVISION

Cip Code: 52.0201; Degree Code: 4390

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_ Advisor \_\_\_\_\_

AY2025-2026

| Possible Prerequisites |      |                               | Semester | Hours | Grade | ACTS |
|------------------------|------|-------------------------------|----------|-------|-------|------|
| ENG                    | 0051 | Writing Seminar               |          | NC    |       |      |
| ENG                    | 0053 | English Fundamentals          |          | NC    |       |      |
| MATH                   | 0021 | Foundations of Math Reasoning |          | NC    |       |      |
| MATH                   | 0083 | Math Fundamentals             |          | NC    |       |      |

| First Semester 17 credit hours |      |                            | Semester | Hours | Grade | ACTS     |
|--------------------------------|------|----------------------------|----------|-------|-------|----------|
| BSYS                           | 2563 | Business Communications    |          | 3     |       | BUSI2013 |
| LDR                            | 1111 | Leadership Development 1   |          | 1     |       |          |
| MATH                           | 1083 | Quantitative Literacy      |          | 3     |       | MATH1113 |
| MGMT                           | 2043 | Supervisory Management     |          | 3     |       |          |
| MIS                            | 1503 | Microcomputer Applications |          | 3     |       |          |
| MKTG                           | 1013 | Introduction to Business   |          | 3     |       | BUS1013  |
| UNIV                           | 1001 | College & Life Skills      |          | 1     |       |          |

| Second Semester (15 credit hours) |      |  | Semester | Hours | Grade | ACTS     |
|-----------------------------------|------|--|----------|-------|-------|----------|
| ENG                               | 1203 | Workplace Essentials or Higher-level English |          | 3     |       | ENG2023  |
| LAW                               | 2023 | Legal Environment of Business                |          | 3     |       | BLAW2003 |
| MGMT                              | 2003 | Introduction to Management                   |          | 3     |       |          |
| MIS                               | 2403 | Introduction to Database Management          |          | 3     |       |          |
| PSY                               | 1013 | Human Relations                              |          | 3     |       |          |

**Minimum Required Credit Hours (32)**

Expected Graduation Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_