

Certificate (one year): Office Supervision

| | FALL TERM | WINTER TERM | SPRING TERM |
|-----------------------|------------------------------------------------|-------------------------------------------|--------------------------------------|
| YEAR 1 | BA 101 Intro to Business (4 CR) | BA 131 Intro to Business Tech. (4 CR) | MTH 105 Math in Society (4 CR) |
| | BA 211 Principles of Accounting I (4 CR) | BA 212 Principles of Accounting II (4 CR) | WR 121 English Composition I (4 CR) |
| | CAS 133 Basic Computer Skills (4 CR) | CAS 170 Beginning Excel (3 CR) | BA 205 Business Communication (4 CR) |
| | | BA 224 Human Resources Mgmt. (3 CR) | |
| | 12 Credit Total | 14 Credit Total | 12 Credit Total |
| YEAR 2 | | | |
| | FALL TERM | WINTER TERM | SPRING TERM |
| | BA 218 Personal Finance (3 CR) | | |
| | BA 285 Human Relations in Organizations (3 CR) | | |
| | BA 206 (M) Management Fund. (3 CR) | | |
| 9 Credit Total | | Total Credits: 47 | |

Part Time Students:

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| YEAR 1 | YEAR 2 | YEAR 3 | YEAR 4 |
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