

Business Management & Supervision - Office Supervision

Program: Business Management & Supervision

OFFICE SUPERVISION SHORT-TERM CERTIFICATE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
BUS 100	Introduction to Business	3
CIS 146	Computer Applications	3
BUS 263	The Legal and Social Environment of Business	3
	Sub-Total Credits	9

2nd Semester

Item #	Title	Credits
OAD 218	Office Procedures	3
BUS 215	Business Communication	3
	Sub-Total Credits	6

3rd Semester

Item #	Title	Credits
BUS 275	Principles of Management	3
BUS 276	Human Resource Management	3
	Sub-Total Credits	6
	Total credits:	21