



San Carlos Apache College



Certificate in Management and Supervision

NAME:	TOCC ID:
TOCC EMAIL:	PHONE NUMBER:
TERM OF ADMISSION:	EXPECTED GRADUATION YEAR/TERM:
ACADEMIC ADVISOR:	FACULTY ADVISOR:

General Education Courses:

- Apache Core (7 cr): HIS 130 (3 cr) and select one from the following: APA 101, APA 102 (4 cr)

Note: All courses are 3 cr hrs unless otherwise indicated

COURSE PREFIX	COURSE NAME	REPLACEMENT COURSE	SEMESTER	YEAR	CREDITS	GRADE	MET
HIS 130	Apache History I						
APA	Apache Language and Culture I or Apache Language and Culture II						
WRT 101	Writing I						
Total General Education Credits Needed: 10			Total Earned Credits:				

Core Requirements:

COURSE PREFIX	COURSE NAME	REPLACEMENT COURSE	SEMESTER	YEAR	CREDITS	GRADE	MET
MGT110	Human Relations in Business and Industry						
MGT 122	Supervision						
MGT 230	Dynamics of Leadership						
MGT 280	Business Organization and Management (Prerequisite: BUS 100 or permission of Instructor)						
BUS 148	Business Ethics: Morals in the Workplace						
BUS 220	Legal Environment of Business						
CAG 133	Customer Service, Management, and Marketing						
Total Elective Credits Needed: 21			Total Earned Credits:				
Total Program Credits Needed: 31			Total Earned Credits:				

Certificate in Management and Supervision

The Management and Supervision Certificate prepares the student for front line supervision and management. Different approaches and techniques to management and supervision will be examined and how they should be applied. This includes leadership, organization, planning and other management practices.

Program Learning Outcomes:

1. Demonstrate appropriate and effective communication skills with coworkers and other stakeholders.
2. Demonstrate effective problem-solving skills when difficult situations arise with coworkers and other stakeholders. Case studies will be examined, analyzed and discussed to help the students better understand different situations that could arise in the workplace.
3. Demonstrate pertinent supervisory skills and knowledge through interactions with others in the workplace.
4. Demonstrate an understanding of basic business organization and behavior.

Students:

You must secure official approval by your advisor(s) before submitting the **final** Program of Study. By signing or entering your name below, you agree to the following statement: "Students are responsible for complete knowledge of Academic Catalog requirements in their degree plan and for adhering to all policies in Academic Catalog and Student Handbook."

Signature Panel:

Please indicate approval of the curriculum on the Program of Study by placing your signature (formal electronic signatures are permitted) in the space provided.

Student:	Date:
Academic Advisor:	Date:
Registrar:	Date:
Dean of Academics:	Date: