

## **Updated Programs**

### Management and Supervision Short Certificate (MN)

#### Core Requirements

BUS 100 - Introduction to Business 3 credits

BUS 271 - Business Statistics I 3 credits

Select ACT115, ACT145, or BUS241

ACT 115 - Introduction to Accounting Computer Resources 3 credits

ACT 145 - Basic Accounting Procedures 3 credits

BUS 241 - Principles of Accounting I 3 credits

Select BUS 275, BUS 276, or CMT 205

BUS 275 - Principles of Management 3 credits

BUS 276 - Human Resource Management 3 credits

CMT 205 - Construction Management 3 credits

Select BUS186 or BUS263

BUS 186 - Elements of Supervision 3 credits

BUS 263 - The Legal and Social Environment of Business 3 credits

Select BUS147 or CIS146

BUS 147 - Introduction to Finance 3 credits

CIS 146 - Computer Applications 3 credits

Total Core Requirement Coursework: 18 Credit Hours

#### General Education

##### English Composition

ENG 101 - English Composition I 3 credits

Total: 3 Credit Hours

##### Humanities and Fine Arts

Choose one Humanities or Fine Arts Course

Art or Music Appreciation preferred

May not take Speech

ART 100 - Art Appreciation 3 credits

DNC 101 - Dance Appreciation 3 credits

ENG 251 - American Literature I 3 credits

ENG 252 - American Literature II 3 credits

ENG 261 - English Literature I 3 credits

ENG 262 - English Literature II 3 credits

ENG 271 - World Literature I 3 credits

ENG 272 - World Literature II 3 credits  
MUS 101 - Music Appreciation 3 credits  
PHL 206 - Ethics and Society 3 credits  
REL 151 - Survey of the Old Testament 3 credits  
REL 152 - Survey of the New Testament 3 credits  
THR 120 - Theatre Appreciation 3 credits  
Total: 3 Credit Hours

Total General Education Coursework: 6 Credit Hours

Total Credit Hours for Program Completion: 24 Credit Hours

## **New Courses**

### CMT 205 - Construction Management

3 credits

The purpose of this course is to introduce the student to the principles and practices used in managing the various aspects of the construction process. Emphasis will be placed on pertinent business procedures. Upon completion of this course the student will know how to organize, bid, purchase, account for, plan, and schedule a construction job.