

**Central Texas College District**  
**Certificate of Completion in Advanced Supervision Management (CC-ASUMT)**  
Fort Hood, TX; Fort Sill, OK

<p><b>Degree Objective-</b>Prepares completers for supervisory management positions in the military environment. Coursework includes basic computer applications, technical writing, and management-related areas. Students may apply for an Advanced Supervision Management Certificate of Completion upon successful completion of the Supervision Management (SUMT) Certificate and completion of an additional 8 semester credit hours from the selections below.</p> <p><b>Academic Residency-</b> 2 semester hours</p>	<p><b>POINT OF CONTACT</b>  Denise Hazlett, Director of Evaluations  P.O. Box 1800, Killeen, TX 76540  (254) 526-1394 or (800) 792-3348, ext. 1394  (254) 526-1481  ctc.socad@ctcd.edu  www.ctcd.edu</p>
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DEGREE REQUIREMENTS			SOC CAT.	HOME COLLEGE	ARMY SCHOOL	ARMY MOS	TESTS	CERT/ LIC	DIST LRNG See Note 2
<b>Core Requirements</b>		<b>4 SH</b>							
MTMC 1170	Internet	1		X	X	X			X
MTMC 1171	Spreadsheet Applications	1		X	X	X			X
MTMC 1172	Word Processing Applications	1		X	X	X			X
MTMC 1173	Data Base Applications	1		X	X	X			X
<b>Core-Related Electives (non-duplicating courses from CC-SUMT Supervision Management)</b>		<b>4 SH</b>							
MTBC 1170	Conducting Briefings	1		X	X				X
MTBC 1171	Effective Writing I	1		X	X	X			X
MTBC 1173	Effective Writing II	1		X	X				X
MTCS 1173	Introduction to Computers	1		X	X	X			X
MTCS 1174	Academic Research Using the Internet	1		X					X
MTCS 1175	Basic Keyboarding for Computers	1		X	X	X			X
MTES 1170	Professional Ethics	1		X					X
MTES 1171	Professional Values	1		X					X
MTHO 1170	Historical Principles of War	1		X					X
MTHR 1170	Preparing Efficiency Reports	1		X	X				X
MTHR 1171	Performance Oriented Training	1		X	X				X
MTHR 1172	Prevention of Sexual Harassment	1		X					X
MTHR 1173	Counseling Practicum Technique	1		X	X				X
MTHR 1174	Time Management	1		X	X				X
MTHR 1175	Career Management	1		X	X				X
MTHR 1176	Stress Management	1		X	X				X
MTIR 1170	Interpersonal Relationships	1		X	X				X
MTLE 1170	Crime Prevention	1		X					X
MTLM 1170	Managerial Planning	1		X	X				X
MTLM 1171	Managing Resources	1		X	X				X
MTMC 1177	Desktop Publishing Applications	1		X					X
MTMC 2173	Microsoft Power Point Advanced	1		X					X
MTMM 1170	Increasing Work Site Efficiency	1		X	X				X
MTMM 1171	Problem Solving	1		X	X				X
MTOB 1170	Styles of Leadership	1		X	X				X
MTOB 1171	Improving Work Performance	1		X	X				X
MTPF 1170	Personal Finance Management I	1		X	X				X
MTPF 1171	Personal Finance Management II	1		X	X				X
PSYT 1170	Crisis Intervention I	1		X	X				X
PSYT 1171	Crisis Intervention II	1		X	X				X
<b>Total Credits</b>		<b>8 SH</b>							

- Notes:**
- 1) An "X" in a column indicates that the Institution guarantees to accept credit from the source shown for at least part of the requirement.
  - 2) This column indicates whether a school accepts transfer credit for courses taken through distance learning. It does not mean that the school offers the course through distance learning.

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3) A course may be used toward one requirement only.

4) Only lower-level courses are accepted in transfer unless a CTC equivalent course is listed in the appropriate SOC transfer guarantee.

Date Effective:	1-Apr-11
Term Effective:	T360