

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

<b>Degree Objective</b> -Prepares completers for entry-level supervisory management positions in the military environment. The certificate program includes courses in basic computer applications, technical writing, and management-related areas. Upon successful completion of the certificate students may complete additional coursework toward an Advanced Supervision Management certificate.				<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						
<b>Academic Residency</b> - 4 semester hours										
<b>DEGREE REQUIREMENTS</b>				<b>SOC CAT.</b>	<b>HOME COLLEGE</b>	<b>ARMY SCHOOL</b>	<b>ARMY MOS</b>	<b>TESTS</b>	<b>CERT/LIC</b>	<b>DIST LRNG</b> See Note 2
<b>Core-Related Requirements</b>			<b>15 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
MTES 1170	Professional Ethics	1		X						X
MTES 1171	Professional Values	1		X						X
MTHO 1170	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
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>15 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.

DEGREE REQUIREMENTS	SOC CAT.	HOME COLLEGE	ARMY SCHOOL	ARMY MOS	TESTS	CERT/ LIC	DIST LRNG See Note 2
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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.

Date Effective:	01-Apr-11
Term Effective:	T360