

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

Degree Objective-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.

Academic Residency- 5 semester hours

POINT OF CONTACT
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DEGREE REQUIREMENTS			SOC CAT.	HOME COLLEGE	ARMY SCHOOL	ARMY MOS	TESTS	CERT/LIC	DIST LRNG See Note 2
Core-Related Requirements		18 SH							
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	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
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
Total Credits		18 SH							

- 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.

Date Effective: 01-Apr-09