



Advanced Supervision Management (ASM13) 999999 Certificate of Completion

Supervision Management certificate must be completed in advance to this certificate. Choose 8 semester credit hours in non-duplicating courses from the list below.

			Credit
BMGT	1177	Critical and Creative Thinking	1
MTBC	1170	Conducting Briefings	1
MTBC	1171	Effective Writing I	1
MTBC	1173	Effective Writing II	1
MTCS	1173	Introduction to Computers	1
MTCS	1174	Academic Research Using the Internet	1
MTCS	1175	Basic Keyboarding Using the Computer	1
MTES	1170	Professional Ethics	1
MTES	1171	Professional Values	1
MTHO	1170	Historical Principles of War	1
MTHR	1170	Preparing Efficiency Reports	1
MTHR	1171	Performance Oriented Training	1
MTHR	1172	Prevention of Sexual Harassment	1
MTHR	1173	Counseling Practicum Technique	1
MTHR	1174	Time Management	1
MTHR	1175	Career Management	1
MTHR	1176	Stress Management	1
MTIR	1170	Interpersonal Relationships	1
MTLE	1170	Crime Prevention	1
MTLM	1170	Managerial Planning	1
MTLM	1171	Managing Resources	1
MTMC	1170	Internet	1
MTMC	1171	Spreadsheet Applications	1
MTMC	1172	Word Processing Applications	1
MTMC	1173	Database Applications	1
MTMC	1174	Microsoft Outlook	1
MTMC	1175	Web Page Development I	1
MTMC	1176	Microsoft PowerPoint	1
MTMC	1177	Desktop Publishing	1
MTMC	2171	Microsoft Excel Advanced	1
MTMC	2172	Microsoft Word Advanced	1
MTMC	2175	Web Page Development II	1
MTMC	2176	Microsoft Access Advanced	1
MTMM	1170	Increasing Work Site Efficiency	1
MTMM	1171	Problem Solving	1
MTOB	1170	Styles of Leadership	1
MTOB	1171	Improving Work Performance	1
MTPF	1170	Personal Financial Management I	1
MTPF	1171	Personal Financial Management II	1
POFT	1132	Workplace Diversity	1
PSYT	1170	Crisis Intervention I	1
PSYT	1171	Crisis Intervention II	1
Total Hours			8