

**THE UNIVERSITY OF AKRON
AKRON OHIO
SUMMIT COLLEGE**

SUPERVISION AND MANAGEMENT CERTIFICATE

The Supervision and Management Program is aimed at providing knowledge and skills to the new and existing supervisor as well as to the individual who aspires to a supervisory position. A minimum of 21 hours is required.

BOTH COURSES MUST BE TAKEN FROM THE FOLLOWING CATEGORY

INTERPERSONAL SKILLS

2040:240	Human Relations	3
2040:251	Human Behavior at Work	3

ONE COURSE MUST BE TAKEN FROM EACH OF THE FOLLOWING THREE CATEGORIES

MANAGEMENT THEORY AND SKILLS

2420:103	Essential of Management Technology	3	2040:240, 247; 2420:170
2250:260	Administration & Supervision in Public Srv	3	
2880:100	Introduction to Manufacturing Management	3	

COMMUNICATION SKILLS

2540:263	Business Communications	3	2540:119; 2020:121
2020:121	English	4	
2020:222	Technical Report Writing	3	2020:121

MATHEMATICS

2030:151	Technical Mathematics I	2
2030:152	Technical Mathematics II	2
2420:170	Business Mathematics	3

IN ADDITION TO THE ABOVE COURSES, A MINIMUM OF SIX (6) SEMESTER HOURS MUST BE COMPLETED FROM THE FOLLOWING:

2420:211	Basic Accounting I	3	
2040:247	Survey of Basic Economics	3	
2420:202	Personnel Practices	3	2420:103
2440:120	Computer and Software Fundamentals	2	
2540:265	Women in Management	3	
2880:210	Controlling and Scheduling Production	2	2880:100
2880:232	Labor Management Relations	3	2880:100
2880:241	Quality Control Procedures	3	2880:100; 2030:152
2420:121	Office Management	3	