

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

OFFICE SUPERVISION CERTIFICATE

This one-year certificate is designed for the individual who has had some previous college training and/or extensive office experience and who wishes to add supervisory skills to enhance career opportunities.

The students will learn management skills, refine speaking and writing abilities, and focus on understanding and developing the human resources of an organization.

A student will take 18 credit hours of core courses and an additional 14 prescribed elective credits.

<u>Course</u>		<u>Credit Hours</u>	<u>Prerequisites</u>
2040:251	Human Behavior at Work	3	
2420:103	Essentials of Management Technology	3	
2420:202	Elements of Human Resource Mgt.	3	2420:103
2540:129	Information/Records Management	3	
2540:263	Professional Communications and Presentations	3	2020:121 or 3300:111
	Software Elective	<u>3</u>	
		18	
	Electives (see below)	<u>14</u>	
	TOTAL CREDITS	32	

ELECTIVES

2040:240	Human Relations
2420:104	Introduction to Business in the Global Environment
2420:211	Basic Accounting I
2420:280	Essentials of Business Law
2540:119	Business English
2540:121	Introduction to Office Procedures
2540:265	Women in Management
2540:289	Career Development for Business Professionals
7600:105	Introduction to Public Speaking or
7600:106	Effective Oral Communication