

College of Applied Science and Technology SUPERVISION & MANAGEMENT Certificate – 242303C

The following information has official approval of the **College of Applied Science & Technology**, but is intended only as a guide. Completion of this certificate is contingent upon many factors, including but not limited to: class availability, total number of required credits, work schedule, finances, family, course drops/withdrawals, successfully passing courses, prerequisites, among others.

The Supervision and Management certificate 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 14 credit hours is required. This certificate may be earned independent of earning a degree.

The following courses constitute a “Certificate in Supervision and Management” and must be completed with a minimum grade point average of 2.5 over-all for the certificate to be noted on the student’s record.

| Business Management Skills (9 credits minimum) | | Credit Hours | Prerequisites |
|---|--|---------------------|------------------------|
| 2420:103 | Essentials of Management Technology | 3 | |
| 2420:104 | Intro. to Business in the Global Environment | 3 | |
| 2420:202 | Elements of Human Resource Management | 3 | 2420:103 or permission |
| 2280:233 | Restaurant Operations & Management | 3 | 2280:122, 232, 245 |
| 2280:240 | Supervision in the Hospitality Industry | 3 | 2280:101 |
| 2420:300 | Supervision in a Technical Environment | 3 | |
| 2870:332 | Management of Tech. Based Operations | 3 | |
| 2880:100 | Basic Principles of Manufacturing Mgmt. | 4 | |
| 2880:232 | Labor Management Relations | 3 | 2880:100 |
| | Required Bus. Mgmt. Skills | 9 | |
| | Electives | 5 | |
| | Total Credits for Certificate | 14 | |

| Electives (5 credits) | | Credit Hours | Prerequisites |
|------------------------------|---|---------------------|----------------------------------|
| 2020:224 | Writing for Advertising | 3 | 2020:121, 3300:111 or equivalent |
| 2020:325 | Signs of Professional Writing | 1 | |
| 2030:345 | Technical Data Analysis | 2 | 2030:154 |
| 2040:241 | Technology & Human Values | 2 | |
| 2040:240 | Human Relations | 3 | |
| 2040:243 | Contemporary Global Issues | 3 | |
| 2040:247 | Survey of Basic Economics | 3 | |
| 2420:270 | Business Software Application | 4 | 2440:105 |
| 2420:211 | Basic Accounting I | 3 | |
| 2920:310 | Economics of Technology | 3 | 60 credits or permission |
| 2880:241 | Introduction to Quality Assurance | 3 | 2880:100; 2030:152 |
| xxxx:xxx | Other Supervision/Management related courses approved by faculty of Department of Applied Science & Technical Studies | 1-4 | |

To apply, go to: The College of Applied Science & Technology Advising Services, Polsky 301.
 Certificate Contact: Kelly Webb Bronstrup, Polsky 131, 330-972-7140 or kwebb@uakron.edu
 Department Chair: Dr. Irina Chernikova, Polsky 131, 330-972-6529 or irina@uakron.edu