



2017-2018 PROGRAM REQUIREMENTS
Degree: Technical Certificate
Program of Study: Supervision

About This Major . . .

The Certificate in Supervision is designed to expose students and business managers to the knowledge and skills needed to supervise employees in the workplace. The certificate will provide students with an overview of information they would encounter if they went on to earn the Management Concentration in the BBA, which more fully prepares people to manage business functions and employees.

For more information on what you can do with this major, go to <http://www.coloradomesa.edu/career/whatmajor.html>.

Advising Process and DegreeWorks

This document is intended for informational purposes to help determine what courses and associated requirements are needed to earn a certificate. Some courses are critical to complete in specific semesters while others may be moved around. Meeting with an academic advisor is essential in planning courses and discussing the suggested course sequencing. It is ultimately the student's responsibility to understand and fulfill the requirements for her/his intended certificate.

DegreeWorks is an online degree audit tool available in MAVzone. It is the official record used by the Registrar's Office to evaluate progress towards a certificate and determine eligibility for graduation. Students are responsible for reviewing their DegreeWorks audit on a regular basis and should discuss questions or concerns with their advisor or academic department head. Discrepancies in requirements should be reported to the Registrar's Office.

Graduation Process

Students must complete the following in the first two months of the semester prior to completing their certificate requirements (for one semester certificates complete in the first week of class):

- Review their DegreeWorks audit and create a plan that outlines how unmet requirements will be met in the final semester.
- Meet with their advisor and modify their plan as needed. The advisor must approve the final plan.
- Submit the "Intent to Graduate" form to the Registrar's Office to officially declare the intended graduation date and commencement ceremony plans.
- Register for all needed courses and complete all requirements for each degree sought.

Submission deadlines and commencement details can be found at <http://www.coloradomesa.edu/registrar/graduation.html>.

If a student's petition for graduation is denied, it will be her/his responsibility to consult the Registrar's Office regarding next steps.

INSTITUTIONAL CERTIFICATE REQUIREMENTS

The following institutional requirements apply to all CMU technical certificates. Specific programs may have different requirements that must be met in addition to institutional requirements.

- Consists of 5-9 semester hours.
- Primarily 100-200 level courses.
- At least fifty percent of the credit hours must be taken at CMU.
- 2.00 cumulative GPA or higher in all CMU coursework.
- A grade lower than "C" will not be counted toward meeting the requirements.
- A course may only be used to fulfill one requirement for each degree/certificate.
- Non-traditional credit, such as advanced placement, credit by examination, credit for prior learning, cooperative education and internships, cannot exceed twenty-five percent of the semester credit hours required for a technical certificate.
- Pre-collegiate courses (usually numbered below 100) cannot be used for graduation.
- Capstone exit assessment/projects (e.g., Major Field Achievement Test) requirements are identified under Program-Specific Certificate Requirements.
- The Catalog Year determines which program sheet and certificate requirements a student must fulfill in order to graduate. Visit with your advisor or academic department to determine which catalog year and program requirements you should follow.
- See "Requirements for Undergraduate Degrees and Certificates" in the catalog for a complete list of graduation requirements.

PROGRAM-SPECIFIC CERTIFICATE REQUIREMENTS

- 9 semester hours for the Technical Certificate in Supervision.
- 2.00 cumulative GPA or higher in all CMU coursework.

TECHNICAL CERTIFICATE: SUPERVISION REQUIREMENTS (9 semester hours)

- Complete one of the following Introduction to Business options:
BUGB 101 - Introduction to Business (3)
All three of the following:
 - BUGB 101A - Intro to Business: Part 1 of 3 (1)
 - BUGB 101B - Intro to Business: Part 2 of 3 (1)
 - BUGB 101C - Intro to Business: Part 3 of 3 (1)

- Complete one of the following Principles of Management options:
MANG 201 - Principles of Management (3)
All three of the following:
 - MANG 201A - Principles of Management: Part 1 of 3 (1)
 - MANG 201B - Principles of Management: Part 2 of 3 (1)
 - MANG 201C - Principles of Management: Part 3 of 3 (1)

- Complete one of the following Business Communications options:
BUGB 211 - Business Communications (3)
All three of the following:
 - BUGB 211A - Business Comm.: Part 1 of 3 (1)
 - BUGB 211B - Business Comm.: Part 2 of 3 (1)
 - BUGB 211C - Business Comm.: Part 3 of 3 (1)

SUGGESTED COURSE SEQUENCING

Freshman Year, Fall Semester: 3 credits

- BUGB 101 - Introduction to Business (3) **OR** all three of the following:
 - BUGB 101A - Intro to Business: Part 1 of 3 (1)
 - BUGB 101B - Intro to Business: Part 2 of 3 (1)
 - BUGB 101C - Intro to Business: Part 3 of 3 (1)

Freshman Year, Spring Semester: 3 credits

- MANG 201 - Principles of Management (3) **OR** all three of the following:
 - MANG 201A - Principles of Management: Part 1 of 3 (1)
 - MANG 201B - Principles of Management: Part 2 of 3 (1)
 - MANG 201C - Principles of Management: Part 3 of 3 (1)

Sophomore Year, Fall Semester: 3 credits

- BUGB 211 - Business Communications (3) **OR** all three of the following:
 - BUGB 211A - Business Comm.: Part 1 of 3 (1)
 - BUGB 211B - Business Comm.: Part 2 of 3 (1)
 - BUGB 211C - Business Comm.: Part 3 of 3 (1)
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