

Recommended Sequence of Courses

Program of Study: Supervisory Management (Cert)

Department: Business Administration

Coordinator: John Fritschen (707) 521-7929

Effective: Spring 2012

Course Number	Course Title	Units	Semester Offered
First Semester			
BAD 52	Human Relations	3.0	Fa, Sp
BMG 52	Written Communication in Organizations	3.0	Fa, Sp
Restricted Elective	BAD 53 or CS 61.11 or CS 63.11	1.5	Fa, Sp
First Semester Unit Total:		7.5	
Second Semester			
BMG 53	Oral Communications in Organizations	3.0	Fa, Sp
BMG 54	Quantitative Skills/Math	3.0	Fa, Sp
BMG 61	Skills for Managers	1.5	Fa, Sp
Second Semester Unit Total:		7.5	
Third Semester			
BMG 62.1	One-on-One Management Communications	1.0	Fa, Sp
BMG 62.4	Managing Work Groups	1.5	Fa
BMG 63.1	Motivating and Empowering Employees	1.5	Fa
BMG 66.1	Decision Making	1.0	Fa
BMG 66.3	Financial Basics	1.0	Fa
BMG 67.2	Conflict Management and Mediation	1.0	Fa
BMG 67.3	Mediation by Managers	0.5	Fa
Third Semester Unit Total:		7.5	
Fourth Semester			
BMG 63.4	Managerial Leadership	1.5	Sp
BMG 64.2	Human Resource Responsibility	1.0	Sp
BMG 64.4	Managing Employee Performance	2.0	Sp
BMG 66.2	Plans and Controls in Organizations	1.0	Sp
Fourth Semester Unit Total:		5.5	

Minimum units to meet program requirements: 28.0

Notes: