

Management and Supervisory Development One-Year Certificate

					Student Learning Hours in Related Instruction:			
Subject Code & Course Number	Title	Type	Credits	Hours	Computation	Communication	Human Relation	Total RI
MSD 101	Principles of Management and Supervision	Embedded	3	90		90		90
MSD 105	Workplace Communication Skills	Embedded	3	90		90		90
MSD 111	Workplace Correspondence	Embedded	3	90		90		90
MSD 115	Improving Work Relations	Embedded	3	90			90	90
MSD 216	Budgeting for Managers	Embedded	3	90	90			90
Totals			15	450	90	270	90	450
Minimum for certificate					48	48	48	240

12.2014