



**2009-2010 PETITION/PROGRAM SHEET**  
**Award: Technical Certificate**  
**Specialization: Manufacturing Supervision**  
[www.mesastate.edu/wccc/programs.html](http://www.mesastate.edu/wccc/programs.html)

**About This Certificate . . .**

**Manufacturing Supervision:**

The objective of the Technical Certificate in Manufacturing Supervision is to provide education and training necessary to become an effective supervisor of employees in a manufacturing setting. The Technical Certificate in Manufacturing Supervision targets existing supervisors, as well as prospective supervisors who are working in a manufacturing setting. The content of this technical Certificate was determined through an independent study commissioned by Mesa State College-Montrose Campus, the Montrose Economic Development Corporation, and an association of over 30 manufacturing firms in western Colorado. Students enrolled in this Technical Certificate program will learn techniques to become more effective communicators; expand their knowledge of general business principles and manufacturing practices; further develop their critical thinking abilities related to manufacturing and supervision; and assure their ability to understand the language of manufacturing as it relates to blueprints and geometric tolerances.

**POLICIES:**

1. It is your responsibility to determine whether you have met the requirements for your degree. Please see the MSC Catalog for a complete list of graduation requirements.
2. You must turn in your "Intent to Graduate" form to the Registrar's Office **by September 15 if you plan to graduate the following May, and by February 15 if you plan to graduate the following December.**
3. This program sheet must be submitted with your graduation planning sheet to your advisor during the **semester prior to the semester of graduation, no later than October 1 for spring graduates, no later than March 1 for fall graduates.**
4. Your advisor will sign and forward the Program Sheet and Graduation Planning Sheet to the WCCC Director of Instruction for signature.
5. Finally, the WCCC Director of Instruction or the department administrative assistant will take the signed forms to the Registrar's Office. (Students cannot handle the forms once the advisor signs.)
6. If your petition for graduation is denied, it will be your responsibility to reapply for graduation in a subsequent semester. Your "Intent to Graduate" does not automatically move to a later graduation date.
7. NOTE: The semester before graduation, you may be required to take a Major Field Achievement Test (exit exam).

**NAME:** \_\_\_\_\_ **STUDENT ID #** \_\_\_\_\_

**LOCAL ADDRESS AND PHONE NUMBER:** \_\_\_\_\_  
 \_\_\_\_\_ ( ) \_\_\_\_\_

I, (Signature) \_\_\_\_\_, hereby certify that I have completed (or will complete) all the courses listed on the Program Sheet. I further certify that the grade listed for those courses is the final course grade received except for the courses in which I am currently enrolled and the courses which I complete next semester. I have indicated the semester in which I will complete these courses.

\_\_\_\_\_  
 Signature of Advisor Date \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
 Signature of WCCC Director of Instruction Date \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
 Signature of Registrar Date \_\_\_\_\_ 20\_\_\_\_

Students should work closely with a faculty advisor when selecting and scheduling courses prior to registration.

Degree Requirements:

- 2.00 cumulative GPA or higher in all MSC coursework
- “C” or better in each course which comprises the area of emphasis or specialization.
- Pre-collegiate courses (usually numbered below 100) cannot be used for graduation.
- A student must follow the MSC graduation requirements either from 1) the program sheet for the major in effect at the time the student officially declares a major; or 2) a program sheet for the major approved for a year subsequent to the year during which the student officially declares the major and is approved for the student by the department head. Because a program may have requirements specific to the degree, the student should check with the faculty advisor for additional criteria. It is the student’s responsibility to be aware of, and follow, all requirements for the degree being pursued. Any exceptions or substitutions must be approved by the student’s faculty advisor and Department Head.
- See the “Undergraduate Graduation Requirements” in the Mesa State College catalog for additional graduation information.

### Technical Certificate in Manufacturing Supervision

(14 semester hours)

Course No	Title	Sem.hrs	Grade	Term/Trns	Course No	Title	Sem.hrs	Grade	Term/Trns
BUGB 101	Introduction to Business	3	_____	_____	MAMT 105	Print Reading & Sketching	2	_____	_____
BUGB 211	Business Communications	3	_____	_____	MAMT 106	Geometric Tolerancing	1	_____	_____
MAMT 101	Introduction to Manufacturing	2	_____	_____	MANG 201	Principles of Management	3	_____	_____

### SUGGESTED COURSE SEQUENCING FOR THE TECHNICAL CERTIFICATE IN MANUFACTURING SUPERVISION

<u>First Semester</u>			<u>Hours</u>	<u>Second Semester</u>			<u>Hours</u>
MAMT 101	Introduction to Manufacturing		2	MAMT 105	Blueprint Reading & Sketching		2
BUGB 101	Introduction to Business		3	MAMT 106	Geometric Tolerancing		1
BUGB 211	Business Communications		<u>3</u>	MANG 201	Principles of Management		<u>3</u>
			8				6