

**Allen Community College**  
General Education Requirements

MOS 42R Skill Level 30

Course ID	Course Title	Credit Hours
COM 101	Public Speaking	3
CIS 170	Microsoft Office	3
HPE 118	Individual/Dual Lifetime Activities (Fitness)	1
BUS 149	Leadership Behavior	3

**Total: 10 Hours**

MOS 42R Skill Level 40 - 50

Course ID	Course Title	Credit Hours
BUS 275	Principles of Management	3
BUS 205	Supervisory Management	3
BUS 117	Introduction to Leadership	3
BUS 206	Human Resource Management	3

**Total: 22 Hours**

For more information, email [haviland@allenc.edu](mailto:haviland@allenc.edu) or call (620) 901-6291.

Website:

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