

Management Development Certificate

Purpose: The Certificate in Management Development is designed to serve the needs of those who may be able to benefit from supervisory training and development. Additionally, it is designed to serve those who may be seeking a promotion and have the potential for an entry-level management position.

Occupational Objectives: This program is designed to prepare students for a promotion in their current position or for employment as an entry-level manager. Specific positions include management trainee, supervisor, team leader, department head, office manager, warehouse manager, sales manager, branch manager and executive assistant.

Admission Requirements: General college curricular admission

Computer Competency Requirement: Students in this program will meet the college's computer competency requirement by successfully completing ITE 115. Students can also meet this requirement by passing the college's computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for ITE 115. Students not passing the computer competency exam may retake the exam only once.

CURRICULUM				
COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
BUS 100	Introduction to Business	3	0	3
BUS 125	Applied Business Mathematics	3	0	3
BUS 116 or BUS 117	Entrepreneurship or Leadership Development	3	0	3
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
ENG 111	College Composition I	3	0	3
SDV 100	College Success Skills	1	0	1
TOTAL		16	0	16
BUS 265	Ethical Issues in Management	3	0	3
BUS 165 or BUS 205	Small Business Management or Human Resource Management	3	0	3

ECO 120	Survey of Economics or	3	0	3
ECO 201	Principles of Macroeconomics			
AST 205	Business Communications	3	0	3
BUS 200	Principles of Management	3	0	3
____ ____ ¹	Approved BUS Elective	3	0	3
TOTAL		18	0	18
Total Minimum Credits for Certificate in Management Development				34
¹ BUS 111, BUS 205, or MKT 100 are acceptable electives. Any substitute must be approved by a faculty advisor.				