

CAREER PROGRAMS

Management

Advanced Management Certificate

This 18 credit-hour certificate program continues the development of management skills learned in the General Management certificate. It is designed for those students who wish to further explore the specific qualifications and requirements necessary for mid- to upper level management positions.

Required:

| | | |
|---------|--|---|
| MGT 111 | Introduction to Business Organization..... | 3 |
| MGT 160 | Principles of Supervision | 3 |
| MGT 270 | Principles of Management..... | 3 |

Electives: Select at least nine credit hours from the following courses:

| | | |
|---------|---|------|
| MGT 150 | Business Math | 3 |
| MGT 168 | OSHA Standards and Compliance Procedures..... | 3 |
| MGT 205 | Leadership Foundation | 1 |
| MGT 206 | Leadership Skills | 1 |
| MGT 207 | Leadership Trends | 1 |
| MGT 218 | Introduction to Finance | 3 |
| MGT 225 | Applied General Statistics | 4 |
| MGT 230 | Topics in Business | .5-3 |
| MGT 274 | Operation Management | 3 |
| MGT 280 | Human Relations in Business..... | 3 |
| MGT 291 | Problems of Management and Supervision..... | 3 |

General Management Certificate

This 12 credit-hour certificate program offers the student the opportunity to receive fundamental management skills for entry-level management positions.

Required:

| | | |
|-----------------------|--|---|
| MGT 111 | Introduction to Business Organization..... | 3 |
| MGT 160 | Principles of Supervision | 3 |
| MGT 270 | Principles of Management..... | 3 |
| Elective ¹ | | 3 |

¹ Electives: MGT 150, MGT 205, MGT 206, MGT 207, MGT 280, MGT 291

Human Resource Management Certificate

This 18 credit-hour certificate program is designed for those individuals interested in employment in the human resource field.

Required:

| | | |
|---------|--|---|
| MGT 111 | Introduction to Business Organization..... | 3 |
| MGT 265 | Human Resource Management | 3 |

Electives: Select 12 credit hours from the following courses:

| | | |
|---------|--|---|
| ACC 216 | Employment Law | 3 |
| MGT 204 | Training and Development..... | 3 |
| MGT 266 | Wage Analysis and Administration | 3 |
| MGT 275 | Labor-Management Relations | 3 |
| MGT 276 | Collective Bargaining | 3 |
| MGT 280 | Human Relations in Business..... | 3 |

Small Business Management Certificate

This 15 credit-hour certificate program is designed for those individuals who want to develop management skills to be used in small businesses.

Required:

| | | |
|---------|--------------------------------|---|
| MGT 154 | Small Business Management..... | 3 |
| MGT 254 | Small Business Formation..... | 3 |

Electives: Select a minimum of nine credit hours from the following courses:

| | | |
|---------|---|---|
| ACC 101 | Introduction to Financial Accounting | 4 |
| BFC 215 | Financial Statements Interpretation and Analysis..... | 3 |
| MGT 211 | Internship in Small Business | 3 |
| MKT 245 | Principles of Marketing..... | 3 |