

MANAGEMENT

(NDP.MGT) CERTIFICATE

The certificate in Management program prepares students for entry level positions in supervision and management. Employees can use this program to prepare for upward mobility and/or update management and supervisory skills. All courses satisfactorily completed in this certificate program will apply to the associate in applied science degree with a major in management.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

Gainful employment

For more information regarding related occupations, graduation rates and program costs, visit the [Gainful Employment information provided here](#).

FIRST YEAR

First Semester	Hours
BUS-089 Small Business Management OR	
BUS-142 Introduction to Business	3.0
BUS-290 Human Resource Management *	3.0
BUS-251 Principles of Management	3.0
BUS-200 Legal Environ/Business	3.0
CIS-160 Practical Software Application	3.0
Career Elective **	3.0
SEMESTER TOTALS	18.0
 TOTAL PROGRAM HOURS	 18.00

- * There are prerequisites, course requisites, or minimum placement test scores for this course.
- ** Electives must be approved by the Program Coordinator
- + Course only offered fall semester
- ++ Course only offered spring and summer semester
- +++ Course only offered spring semester
- ++++ Course offered in summer term only
- ^ SOS 050 Human Relations and PSY 271 Introduction to Psychology cannot be used as a social science elective
- ^^ Consult Academic Advisor for appropriate course
- ^^^ Course requires a 30-hour practicum experience in addition to classroom lecture hours
- ^^^^ ECE 120 and ECE 125 must be taken the same semester

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