**Management: Business**

**Business Division**

The Management Certificate Program is intended to provide students with a broad background in the field of management. Students completing this certificate program will be qualified to accept entry-level positions in a variety of profit and non-profit fields.

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| **Course No.** | **Title** | **Credits** |
|  | CORE AREA: (Required) |  |
| BBG\*H101 | Introduction to Business | 3 |
| BMG\*H202 | Principles of Management | 3 |
| BMG\*H105 | Supervision and Organizational Behavior | 3 |
| ACC\*H113 | Principles of Financial Accounting | 3 |
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| Elect three of the following, totaling 9 credits: |
| BMG\*H220 | Human Resources Management |  |
| BBG\*H210 | Business Communication |  |
| BBG\*H231 | Business Law I |  |
| BMK\*H201 | Principles of Marketing |  |
| BMG\*H105 | Supervision and Organizational Behavior |  |
| ACC\*H117 | Principles of Managerial Accounting |  |
|  |  | 9 |
|  | Total Credit Hours | 21 |

Program Outcomes

Upon successful completion of all program requirements, graduates will be able to:

1. Demonstrate basic knowledge of management, human resources, and organizational development in an entry level management position.
2. Identify the skills needed to organize thoughts and ideas, and demonstrate the ability to communicate, verbally and in writing, in a manner that can be easily understood in the business environment.
3. Solve math problems related to various aspects of management including accounting, finance and operations.
4. Understand and practice the various functions of management as well as the nature and responsibilities of a manager.
5. Develop an understanding of the decision-making process and demonstrate effective decision-making.
6. Demonstrate an ability to define management problems, examine alternatives and decide on the best course of action, and submit these in writing to higher management.
7. Develop a personal philosophy of management, enabling him/her to perform as a manager, staff specialist or as a subordinate.
8. Develop an understanding of the nature of change and how to adapt to the accelerating, global environment.
9. Demonstrate a knowledge and use of technological innovations as they apply to management.
10. Develop an ability to interpret management information from various sources such as financial statements, annual reports, and publications.
11. Demonstrate an understanding of the competitive pressures brought by effectiveness, efficiency and innovation issues on organizations.
12. Demonstrate a responsible attitude in relationships with employers, fellow employees, working groups, and the macro environment.