MANAGEMENT

Technical Certificate Program Description: Management is a 30-credit hour certificate program. All credit is applicable to the AAS Management Degree. Graduates are trained for entry-level supervisory positions.

Associate of Applied Science Program Description: Management is a 63-credit hour program offering specialized knowledge and skills used by managers to organize operations, motivate employees, recognize and solve problems, make decisions, and manage resources. The dynamics of building and utilizing teams in the workplace and how to effectively handle the challenges of organizational life are included. Graduates are trained for mid-level management positions.

The Associate of Applied Science degree, Technical Certificates, and Certificates of Proficiency are designed for employment purposes, and it should not be assumed that the degree or the courses in these programs can be transferred to all four-year institutions. While some institutions do accept some (or in some cases all) courses in A.A.S. programs, the general rule is that courses in A.A.S. degrees are not accepted in transfer toward bachelor's degrees unless that degree has been articulated with that specific institution. Students to whom transfer is important should get assurances in writing in advance from the institution to which they wish to transfer.

CURRICULUM – MANAGEMENT – TECHNICAL CERTIFICATE

Technical Courses:

MGMT	**1113**	**Principles of Management**	3
BOIS	1113	Business Calculator Applications	3
DATA	**1123**	**Fundamentals of Information Technology**	3
DATA	**1213**	**Word Processing (MS Word ®)**	3
MGMT	**1123**	**Supervisory Management***	3
MGMT	**2013**	**Human Resource Management***	3
DATA	**1243**	**Spreadsheet Applications (MS Excel ®)**	3
DATA	**1233**	**Database Management (MS Access ®)**	3
		TOTAL TECHNICAL HOURS	***24***

General Education Courses:

ENGL	1113	Composition I	3
		Choose one of the following:	
MATH	1023	Intermediate Algebra	3
MATH	1123	Business Math (does not transfer)	3
		TOTAL GENERAL EDUCATION HOURS	***6***

COMPLETION AWARD: Technical Certificate 30

Courses displayed in BOLD text indicate specialty courses which require final grades of "C" or better.

(*) An asterisk indicates that said course will be offered once a year. Check course description for further information.

Curriculum subject to modification.