

Leadership & Management

Degree Type Certificate

The study of management focuses on how organizations develop and use strategies to compete in national and global arenas within the increasingly complex and changing socio-cultural, political/legal, economic, and technological environment. Students in the program are encouraged to relate theoretical learning to practice and establish bridges between the classroom and the work environments.

The Certificate program can be completed on a full or part-time basis, and courses are offered during the day, evening, and online.

Admissions Requirements

Placement into ENGL110G/111G.

Program Outcomes

Students will be able to:

- Know the fundamentals of management theory and practices.
- Demonstrate knowledge of leadership theories and practices.
- Demonstrate written and oral proficiency in business communications.
- Understand the foundations and importance of business ethics and social responsibility.
- Be prepared to enter the workforce with entry-level management skills.
- Understand the necessity for a commitment to lifelong learning to ensure employability.
- Possess an understanding of cross-cultural and global issues and sensitivity to diversity and other cultures.
- Demonstrate information literacy through research skills and the use of technology.
- Demonstrate proficiency in critical thinking, analysis, reasoning, questioning and quantitative skills.

Technical Standards

Students must be able to demonstrate the ability to communicate effectively using written and oral techniques, including the use of technology; conduct themselves in a professional manner; possess critical thinking and analytical skills; be comfortable using computers and computer application software; and be able to work independently and in groups.

Certificate Requirements

Item #	Title	Theory Hours	Lab Hours	Credits
BUS110G	Introduction to Business	3	0	3
BUS114G	Management	3	0	3
BUS242G	Ethics and Social Responsibility in Business	3	0	3
BUS208G	Leadership Theory & Practice	3	0	3
Sub-Total Credits		12	0	12

Select 3 of the following:

(9 credits)

Item #	Title	Theory Hours	Lab Hours	Credits
BUS210G	Organizational Communications	3	0	3
BUS200G	Teambuilding	3	0	3
BUS224G	Human Resource Management	3	0	3
BUS216G	Organizational Behavior	3	0	3
BUS209G	Principles of Global Business	3	0	3
BUS234G	Entrepreneurship & Small Business Management	3	0	3
BUS211G	Business Law	3	0	3

Note: The prerequisites for BUS211G Business Law, BUS216G Organizational Behavior, and BUS242G Ethics and Social Responsibility in Business include Placement into ENGL110G/111G. Placement testing for Essay Writing and Reading are strongly recommended before the student's first semester.

Total Credits	21
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