

**Purpose:** The one-year Certificate in Management Development prepares the student for full-time employment in the field of management. The basic objective of the program is to develop management skills and allow the student a chance to utilize these skills in the workplace.

**Program Requirement:** A certificate student takes 12 hours of management courses and 3 hours of cooperative education in the first semester. In the second semester, the certificate student takes another cooperative education, and twelve hours of management/human resources and marketing courses. **Must contact Department Chair prior to registering for Cooperative Education courses.**

**This degree may be attained completely on-line.**

Course Number	Course Title	Credits
<b>First Semester</b>		
BMGT 1327	Principles of Management	3
BMGT 1382	Cooperative Education - Business Administration & Management, General I	3
BMGT 2303	Problem Solving & Decision Making	3
MRKG 1311	Principles of Marketing	<u>3</u>
		<b>12</b>
<b>Second Semester</b>		
BMGT 2382	Cooperative Education - Business Administration & Management, General II	3
BUSG 2309	Small Business Management	3
HRPO 1311	Human Relations	3
*MRKG 1391	Special Topics in Marketing and Marketing Management	<u>3</u>
		<b>12</b>
<b>Third Semester</b>		
**POFI 1301 or	Computer Applications I	3
**BCIS 1305	Business Computer Applications	
HRPO 2301	Human Resource Management	<u>3</u>
		<b>6</b>
Total Credits Required for Management Certificate .....		<b>30</b>

\*Capstone Course

\*\* Students planning to transfer to a four-year university need to take BCIS 1305.