

CAREER STUDIES CERTIFICATE (221-212-19)

## Management: Organizational Leadership

**Purpose:** This curriculum is designed for students seeking initial employment in leadership, as well as those seeking to advance their careers into management. Emphasis will be placed on improving workplace readiness skills such as communications, critical analysis, problem-solving, teamwork, and work ethic.

**Program Objectives:** Students will be prepared to enter into leadership roles while developing people skills and exercising the decision making process.

**Admission Requirements:** Applicants must meet the requirements for admission to credit-level coursework established by the college.

CURRICULUM AND OTHER REQUIREMENTS		CREDITS
<b>ORGANIZATIONAL LEADERSHIP AND RELATED COURSES</b>		
BUS 100 .....	Introduction to Business .....	3
BUS 111 .....	Principles of Supervision (or BUS 200) .....	3
BUS 165* .....	Small Business Management (or BUS 202) .....	3
BUS 205 .....	Human Resources Management .....	3
MKT 100 .....	Principles of Marketing .....	3
MKT 110 .....	Principles of Selling .....	3
<b>Total Minimum Credits for Certificate.....</b>		<b>18</b>

*\* This course has a requisite. Requisites for all courses are listed in the course description section at the back of the catalog.*

**SUGGESTED SCHEDULE**

<b>FIRST YEAR</b>	<b>SPRING</b>
<b>FALL</b>	BUS 205
BUS 100	MKT 100
BUS 111	
<b>SECOND YEAR</b>	
<b>FALL</b>	
BUS 165	
MKT 110	