Management
(NDP.MGT) Certificate

Business, Management & Administration

You might also like:

Workforce Ready
- Accounting – page 16
- Administrative Assistant–Executive – page 18
- Administrative Assistant–Legal – page 19
- Administrative Assistant–Medical – page 20
- Entrepreneurship–Small Business Ownership – page 68
- E-Commerce Marketing – page 61
- Marketing – page 95
- Management – page 93
- Professional Sales – page 117
- Office Assistant/Receptionist – page 104
- Office Management – page 105
- Office Technology Skills–General – page 106
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Transfer Ready
- Business Administration – page 139

The certificate in Management program prepares students for entry level positions in supervision and management. Employees can use this program to prepare for upward mobility and/or update management and supervisory skills. All courses satisfactorily completed in this certificate program will apply to the associate in applied science degree with a major in Management.

Program requirements may change over time. Specific degree/graduation requirements are determined by the students' degree audit.

FIRST YEAR

First Semester			Hours
☐	BUS 089	Small Business Management *or*	
	BUS 142	Introduction to Business	3
☐	BUS 290	Human Resource Management *	3
☐	BUS 251	Principles of Management	3
☐	BUS 200	Legal Environment of Business	3
☐	CIS 160	Practical Software Applications *	3
☐		Career Elective [1]	3
		SEMESTER TOTALS	**18**
		TOTAL PROGRAM HOURS	**18**

* There are prerequisites, course requisites or minimum placement test scores for this course

[1] The career elective must be approved by the Coordinator of Management Training Programs.

For more information regarding related occupations, graduation rates and program costs, go to www.lakelandcollege.edu, link to Academic Programs and select Gainful Employment Information.

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NOTES: