

## MANAGEMENT CERTIFICATE: 145A

Total Credits: 18

Catalog Edition: 2019-2020

### Program Description

Credits earned in the management certificate and supervisory letter of recognition curricula may be applied toward an AA in General Studies. Students interested in a baccalaureate degree should enroll in the business transfer curriculum.

The Management Certificate curriculum provides students with the opportunity to learn the concepts and principles of management. The program structure allows students to focus on a preferred field of study, and the opportunity to pursue particular academic and professional interests and goals in management. A grade of C or better is required for each course.

Credits earned for the management certificate and supervisory letter of recognition may be accepted toward an AA in general studies. Students interested in a BS or BA degree in business should enroll instead in the business AA degree 006.

**THIS PROGRAM IS NO LONGER ACCEPTING ENROLLMENT.**

### Program Outcomes

Upon completion of this program a student will be able to:

- Explain, identify, and relate the four functions of management to everyday business operations.
- Explain the importance of human resource management and describe and apply the human resource core functions necessary for diverse organizations.
- Apply decision making processes to business situations and analyze managerial problems.
- Identify the legal issues that impact business organizations and explain the importance of ethics and corporate social responsibility.

### Program Advisors

#### Germantown

- Prof. Andrea Foster, 240-567-7847,  
[Andrea.Foster@montgomerycollege.edu](mailto:Andrea.Foster@montgomerycollege.edu)

#### Rockville

- Prof. Susan Blumen, 240-567-7187,  
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#### Takoma Park

- Prof. Andrea Foster, 240-567-3957,  
[Andrea.Foster@montgomerycollege.edu](mailto:Andrea.Foster@montgomerycollege.edu)

For more information, please visit <https://www.montgomerycollege.edu/constructionmanagement>

To view the Advising Worksheet, please visit <https://www.montgomerycollege.edu/documents/counseling-and-advising/advising-worksheets/current-catalog/145a.pdf>

2019-2020

# Program Advising Guide

An Academic Reference Tool for Students

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## Program Requirements

A suggested course sequence for full-time students follows. All students should review this advising guide and consult an advisor.

- MGMT 101 - Principles of Management *3 semester hours*
- MGMT 201 - Business Law *3 semester hours*

### Electives (12 Credits Hours)

- BSAD 101 - Introduction to Business *3 semester hours*
- ENGL 103 - Critical Reading, Writing, and Research in the Work Place *3 semester hours*
- MGMT 110 - Small Business Management *3 semester hours*
- MGMT 207 - Principles of Supervision *3 semester hours*
- MGMT 211 - Introduction to Marketing *3 semester hours*
- MGMT 214 - Human Resources Management *3 semester hours*
- MGMT 220 - Organizational Behavior *3 semester hours*
- MGMT 225 - Legal Issues in Labor Management *3 semester hours*
- MGMT 235 - Managing Diversity in the Workplace *3 semester hours*
- MGMT 270 - Field Experience or Practicum *3 semester hours*

**Total Credit Hours: 18**

## Transfer Opportunities

Montgomery College has partnerships with multiple four-year institutions and the tools to help you transfer. To learn more, please visit <https://www.montgomerycollege.edu/transfer> or <http://artsys.usmd.edu>.

## Get Involved at MC!

Employers and Transfer Institutions are looking for experience outside the classroom.

MC Student Clubs and Organizations: <https://cms.montgomerycollege.edu/edu/plain.aspx?id=2439>

## Related Careers

Some require a Bachelor's degree.  
Manager, General and Operations Manager, Sales Manager, Public Relations and Fundraising Manager, Administrative Services Manager, Financial Manager, Branch or Department, Transportation Manager.

## Career Services

Montgomery College offers a range of services to students and alumni to support the career planning process. To learn more, please visit <https://www.montgomerycollege.edu/career>

## Career Coach

A valuable online search tool that will give you the opportunity to explore hundreds of potential careers or job possibilities in Maryland and the Washington D.C. metropolitan area. Get started today on your road to a new future and give it a try. For more information, please visit <https://montgomerycollege.emsicareercoach.com>

## Notes: