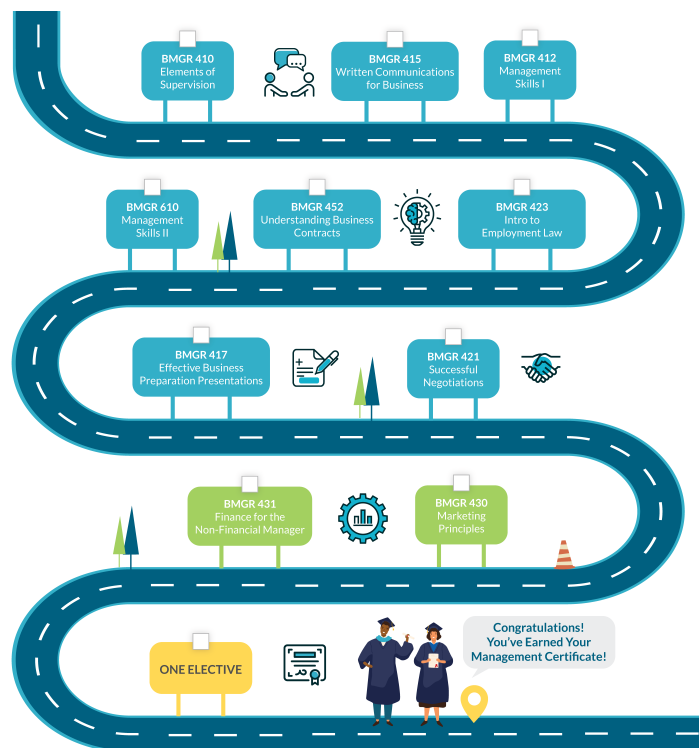


# MANAGEMENT PROGRAM



## Certificate of Completion

Program Code: 3P24114

This program will prepare students for first-line supervisory or management positions. Students learn management principles and develop basic skills in decision-making, problem-solving, planning, organizing, speaking and writing. The sequence builds their knowledge base to enhance their effectiveness on the job by covering topics such as leadership development, business law, finance, negotiations, marketing and more. (There are ten required courses, and student must choose one of nine computer electives.)

Code	Title	Hours
<b>Core Courses (Required 180 Hours)</b>		
BMGR 417	Effective Business Presentations	18
BMGR 410	Elements of Supervision	18
BMGR 431	Finance for the Non-Financial Manager	18
BMGR 423	Introduction to Employment Law	18
BMGR 412	Management Skills I	18
BMGR 610	Management Skills II	18
BMGR 430	Marketing Principles	18
BMGR 421	Successful Negotiations	18
BMGR 415	Written Communication-Business	18
BMGR 452	Understanding Business Contracts	18
<b>Elective Courses (Required 36 Hours)</b>		
Must choose one of nine:		
COMP 100	Computers - Introduction	36
MS 104	Windows Operating Systems, Introduction	36
MS 144	Microsoft Word, Introduction	36

MS 105	Microsoft Excel, Introduction	36
MS 106	Microsoft Access, Introduction	36
MS 119	Microsoft PowerPoint, Introduction	36
MS 134	Microsoft Word, Intermediate	36
MS 107	Microsoft Access, Intermediate	36
MS 160	Microsoft Office, Overview	36

**Total Hours 216**

## Plan of Study

### First Year

First Semester	Hours	Second Semester	Hours
BMGR 410		18 BMGR 423	18
BMGR 417		18 BMGR 610	18
BMGR 412		18 BMGR 421	18
BMGR 430		18 BMGR 452	18
BMGR 415		18 COMP 100, MS 104, MS 105, MS 106, MS 107, MS 119, MS 134, MS 144, or MS 160 (Elective Course - Must choose one)	36
BMGR 431		18	
	<b>108</b>		<b>108</b>

**Total Hours 216**

## List of Courses

<b>BMGR 410</b>	<b>18 Hours</b>
<b>Elements of Supervision</b>	
Provides instruction in communication, problem solving, team building and leadership. Designed for managers in both public and nonprofit organizations. <i>(Apportionment)</i>	
<b>BMGR 412</b>	<b>18 Hours</b>
<b>Management Skills I</b>	
This course provides an overview of the functions of the management process and its practical applications in a business environment. The course focuses on the planning process and organizing skills, including decision-making, strategic planning, delegating and staffing. Students will learn management principles that provide basic guidelines for supervisory decisions and actions. <i>(Apportionment)</i>	
<b>BMGR 415</b>	<b>18 Hours</b>
<b>Written Communication-Business</b>	
Provides extensive hands-on experience with all types of written business communications including letters, resumes, cover letters, memos, and reports. <i>(Apportionment)</i>	
<b>BMGR 417</b>	<b>18 Hours</b>
<b>Effective Business Presentations</b>	
This course provides instruction and practice in business presentation skills. Students will learn techniques to enhance their ability to speak before any size group with more confidence and communicate their message effectively. Students are encouraged to participate in a video tape exercise for their own assessment of strengths and weaknesses. <i>(Apportionment)</i>	

<p><b>BMGR 421</b> <span style="float: right;"><b>18 Hours</b></span>  <b>Successful Negotiations</b>  This course is designed to plan and achieve business objectives and effect change through effective negotiating tactics and strategies, discover the art of persuasion in an ethical, empathetic, and assertive way, and develop confidence to influence and overcome psychological barriers and biases to achieve better outcomes. <i>(Apportionment)</i></p>	<p><b>MS 105</b> <span style="float: right;"><b>36 Hours</b></span>  <b>Microsoft Excel, Introduction</b>  <b>Advisory:</b> <i>COMP 100 Computers, Introduction MS 104 Windows Operating Systems, Introduction or equivalent.</i>  Provides a basic working knowledge of this popular spreadsheet program. Covers topics such as formulas, functions, and charting. <i>(Apportionment)</i></p>
<p><b>BMGR 423</b> <span style="float: right;"><b>18 Hours</b></span>  <b>Introduction to Employment Law</b>  This course introduces the legal system, court structure, and laws governing the employer-employee relationship. It defines the employee status and common contracts, and examines unlawful practices by an employer, obligations of an employee, the principles of non-discrimination, harassment, labor laws, and the time limit to bring actions are also discussed. <i>(Apportionment)</i></p>	<p><b>MS 106</b> <span style="float: right;"><b>36 Hours</b></span>  <b>Microsoft Access, Introduction</b>  <b>Advisory:</b> <i>COMP 100 Computers, Introduction, MS 104 Windows Operating Systems, Introduction or equivalent.</i>  Design databases using this popular software package. Includes creating tables, forms, reports and labels. Textbook Required. <i>(Apportionment)</i></p>
<p><b>BMGR 431</b> <span style="float: right;"><b>18 Hours</b></span>  <b>Finance for the Non-Financial Manager</b>  This course introduces students to the basics of business finance for the non-financial manager. Financial statements will be covered along with discussions on sales and expenses, assets and liabilities, budgeting and planning, and financial analysis. <i>(Apportionment)</i></p>	<p><b>MS 107</b> <span style="float: right;"><b>36 Hours</b></span>  <b>Microsoft Access, Intermediate</b>  <b>Advisory:</b> <i>MS 106 Microsoft Access - Introduction.</i>  Learn how to build and modify advanced tables, forms and reports. Develop proficiency in use of encrypting database files, defining relationships and defining queries. Text/disk required. Recommended proficiency in: Introduction to Computers, Introduction to Windows, Introduction to Access or equivalent. <i>(Apportionment)</i></p>
<p><b>BMGR 430</b> <span style="float: right;"><b>18 Hours</b></span>  <b>Marketing Principles</b>  Introduces the student to the marketing principles of product, price, distribution and promotion in support of goods and services. The course will focus on real world application and current business case studies. The student will learn to apply marketing skills in the development of a marketing plan. <i>(Apportionment)</i></p>	<p><b>MS 119</b> <span style="float: right;"><b>36 Hours</b></span>  <b>Microsoft PowerPoint, Introduction</b>  <b>Advisory:</b> <i>Knowledge of Windows.</i>  Learn how to create on-screen presentations using text, graphics, sound effects and movies. <i>(Apportionment)</i></p>
<p><b>BMGR 452</b> <span style="float: right;"><b>18 Hours</b></span>  <b>Understanding Business Contracts</b>  This course is an overview of basic contract principles and explores the meaning and effect of common contracts clauses. Topics covered include the different types of contracts, defenses available to the enforcement of a contract, subsequent remedies for the breach of a contract, and alternatives in the absence of a contract. <i>(Apportionment)</i></p>	<p><b>MS 134</b> <span style="float: right;"><b>36 Hours</b></span>  <b>Microsoft Word, Intermediate</b>  <b>Advisory:</b> <i>COMP 100 Computer - Introduction, MS 104 Window Operating Systems - Introduction, MS 144 Microsoft Word - Introduction or equivalent.</i>  This continuing course covers features such as mail merging, styles and templates, large documents and WordArt. Textbook purchase may be required at first class. <i>(Apportionment)</i></p>
<p><b>BMGR 610</b> <span style="float: right;"><b>18 Hours</b></span>  <b>Management Skills II</b>  This course focuses on developing management skills in working with individuals and teams to promote productivity, quality and innovation. Topics include employee performance appraisal, performance management, work groups, and the control process for keeping people, plans and programs on track. <i>(Apportionment)</i></p>	<p><b>MS 144</b> <span style="float: right;"><b>36 Hours</b></span>  <b>Microsoft Word, Introduction</b>  <b>Advisory:</b> <i>Introduction to Computers, Introduction to Windows or equivalent.</i>  Provides a basic working knowledge of Word. Covers topics such as formatting with fonts, paragraph alignment, indents, margins, inserting clip art bullets and numbering, columns and tables. <i>(Apportionment)</i></p>
<p><b>COMP 100</b> <span style="float: right;"><b>36 Hours</b></span>  <b>Computers - Introduction</b>  Designed for those who know nothing or very little about computers. Builds computer technology understanding, makes one a better consumer of computers and products, and explores operation systems, software and hardware. Provides foundation for other SCE computer classes. <i>(Apportionment)</i></p>	<p><b>MS 160</b> <span style="float: right;"><b>36 Hours</b></span>  <b>Microsoft Office, Overview</b>  <b>Advisory:</b> <i>Knowledge of Windows and keyboarding.</i>  Learn the basics of Word, Excel, PowerPoint and Access in one class. Topics include document formatting, working with graphics, basic formulas, queries and reports. This class serves as a foundation for other MS Office Courses. <i>(Apportionment)</i></p>
<p><b>MS 104</b> <span style="float: right;"><b>36 Hours</b></span>  <b>Windows Operating Systems, Introduction</b>  Learn the newest Windows operating system; includes desktop and file management, security, adding hardware and software, personalizing Windows, making connections and communicating with other people. <i>(Apportionment)</i></p>	