

MANAGEMENT, Certificate Program - 1350

Business, Hospitality, Engineering, and Technology Division

Students prepare for entry-level employment in management-trainee and supervisory positions. The courses taken in this program may be used in the completion of the Business Management associate degree program. The complete program is available at the Harrisburg, Lancaster, Lebanon, Gettysburg and York Campuses.

Career Opportunities

Career opportunities include assistant manager, buyer, cashier, customer service representative, distribution supervisor, foreman or forewomen, general clerk, insurance claims processor, interviewer, inspector, mail clerk, office manager, new accounts representative, order filler, order taker, public relations manager, purchasing agent supervisor, teller and warehouse manager.

Competency Profile

This curriculum is designed to prepare students to:

- Use basic accounting data in their work
- Understand computer fundamentals as they relate to their work
- Communicate effectively with the public and employees
- Use basic management concepts

PROGRAM REQUIREMENTS (TOTAL CREDITS = 33)

General Education		Major	
ENGL 101 English Composition I	3	ACCT 101 Principles of Accounting I	4
ENGL 102 English Composition II or		ACCT 200 Principles of Accounting II	4
ENGL 106 Written Business Communication	3	CIS 105 Intro to Software for Business	3
SPCH 101 Effective Speaking	<u>3</u>	CIS 108 Intro to Powerpoint	1
	9	MGMT Electives*	<u>12</u>
			24

*See advisor for course selection options.

