

## MANAGEMENT

### Mini-Certificate

This mini-certificate in Management is designed for the individual who is employed as a manager or supervisor, or who is planning on promotion into the area of management. This program is primarily for those employees who have already mastered technical skills, but desire a background in decision-making, human relations skills, and other techniques used in management.

Course	Number		Credit Hours
<b>Small Business Management Option</b>			
MGMT	2207	Small Business Management	3
Electives		MGMT 2201, 2205, 2210, MRKT 2210, 2214	<u>9</u>
		Total	12
<b>Retail Business Management Option</b>			
MRKT	2218	Retail Organization and Management	3
Electives A		MGMT 2201, 2205, 2207, 2210	6
Electives B		MRKT 2210, 2214, 2220	<u>3</u>
		Total	12
<b>Sales Management Option</b>			
MGMT	2201	Introduction to Management	3
MGMT	2205	Introduction to Human Resources Management	3
MRKT	2210	Introduction to Marketing	3
MRKT	2211	Professional Selling	3
MRKT	2214	Advertising and Sales Promotion	<u>3</u>
		Total	15
<b>Carpet Management Option</b>			
CRPT	1259	Introduction to Carpet Manufacturing	3
OADM	1230	Business English	3
MGMT	2210	Supervisory Development <b>or</b>	
MFGT	2101	Fundamentals of Manufacturing	3
OADM	1232	Business Communications	<u>3</u>
		Total	12
<b>Healthcare Management Option</b>			
ALHT	1115	Medicolegal Ethics and Quality Assurance	1
ALHT	1112	Introduction to Health Insurance and Billing	1
ALHT	1110	Allied Health Technology	3
MGMT	2201	Introduction to Management <b>or</b>	
MGMT	2210	Supervisory Development	3
MGMT	2205	Introduction to Human Resources Management	3
MRKT	2220	Customer Relationship Development	<u>3</u>
		Total	14
<b>General Management Option</b>			

Select 12-18 semester hours from any of the courses above in consultation with your advisor.