

MANAGEMENT

Is Management for me?

The field is for you if you ...

- Work well with people.
- Effectively follow instructions, assume responsibilities and delegate authority.
- Possess leadership skills and can solve problems and make decisions.
- Are analytical, detail-oriented, organized and self-motivated.
- Desire a job with a good salary and potential for advancement.
- Like working in a business or production environment.

What skills will I need for this field?

You will need to have ...

- Application of business principles and management methods.
- Interpretation of financial reports on product/service lines or operations.
- Good oral and written communications skills.
- Effective teamwork skills.
- Computer software applications familiarity.
- Skills or knowledge like the people you will manage.

What is the work atmosphere like?

Managers are needed at every level with varying degrees of skill. Career opportunities exist as supervisors and middle managers. A portion of the time will be in an office evaluating financial performance while the rest of the time will be spent working with employees, customers and other supervisors and managers.

What are my degree options?

Certificates

Entrepreneurship
Supervision
Management

Associate's Degree

Associate in Applied Science (AAS)
(Management)

Bachelor's Degree

Bachelor's degrees are available by transferring to four-year colleges and universities. For example: National Louis University, Northern Illinois University, Benedictine University, or Elmhurst College.

What are my career opportunities?

Those with appropriate education and experience will be able to find positions in management or supervision. Some entry-level positions require a minimum of an associate's degree. Many positions require bachelor's and/or master's degrees. In general, more experience and education acquired will enhance your career opportunities. Some individuals open their own businesses and other advance to executive positions.

What can I do with these degrees?

If you have completed ...

Certificate

Assistant Manager Trainee, Shift Supervisor

Associate in Applied Science Degree

Assistant Manager, Supervisor or Manager in Smaller Businesses

How can I prepare now?

Recommended courses ...

Math

Algebra, or Applied Algebra, Business Math

Science

Computer and Physical Science

Communications

Writing, Speech

Occupational Electives

Economics, Psychology

What about my articulated credit?

Check with your high school coordinator to see if you are eligible for articulated credit at College of DuPage.

Bachelor's Degree

Assistant Manager, Human Resource Manager, Manager in Larger Businesses, Production Manager, Purchasing Manager, Site Manager

What should I take in my first semester at C.O.D.?

Bus 1100: Introduction to Business

Acct 1140: Financial Accounting

English 1101: Composition I

Math 1100 and above

Whom can I talk to for more information?

Business and Technology Division

(630) 942-2592

For more information on the Associate in Applied Science Degree curriculum, see your program coordinator, or go to www.cod.edu.