

Management

Certificates

The Management certificate offers students the opportunity to study the managerial process and gain valuable skills in coordinating and overseeing the work of organizational resources so that the goals of the firm can be accomplished. This certificate requires 25 credits in the courses listed below.

Field of Study Code: MANAG.CER

Total Credits Required	25
Manag 2210 Principles of Management	3
Manag 2220 Organizational Behavior	3
Manag 2240 Human Resource Management	3
Marke 2210 Principles of Marketing	3
Accou 2140 Financial Accounting	4
Busin 1100 Introduction to Business	3
Buslw 2205 Legal Environment of Business	3
OR	
Buslw 2211 Business Law I	3
Cis 1150 Understanding Computers, Information and Systems	3
OR	
Ofti 1200 MS Office for Professional Staff	3

The **Business Environment and Concepts certificate** is designed for CPA Examination candidates who have a non-business baccalaureate degree. This certificate satisfies the Business Ethics, Business Communications, and Business hours required to sit for the CPA Exam. This certificate requires 24 credits in program requirements.

Field of Study Code: MANAG.CER.BEC

Total Credits Required	24
Buslw 2211 Business Law I	3
Buslw 2212 Business Law II	3
Engli 1105 Writing for the Workplace	3
OR	
Engli 1110 Technical Writing	3
OR	
Spec 1150 Introduction to Business Communication	3
OR	
Ofti 1130 Business Correspondence	3
Philo 1114 Business Ethics	3

Program Electives

12
Select 12 credits from any Business, Management, Marketing or Economics courses. (In addition to the courses listed above.)

The **E-Commerce certificate** requires 15 credits in the courses listed below.

Field of Study Code: MANAG.CER.ECOM

Total Credits Required	15
Program Requirements	12
Busin 1100 Introduction to Business	3
OR	
Manag 1100 Supervision	3
OR	
Marke 1100 Consumer Marketing	3
Busin 1170 Electronic Business/Commerce	3
Marke 1175 Customer Relationship Management	3
Marke 2270 Internet and Social Media Marketing	3

Program Electives

3
Select one of the following courses from the list below. (In addition to the courses listed above.)

Cis 1300 Web Design Software	3
Cis 1310 HTML and CSS	3
Manag 2170 Project Management	3
Marke 1171 Database Marketing	3

The **Entrepreneurship certificate** helps to prepare someone for creation of and then responsibilities associate with small business ownership. This certificate requires a minimum of 12 credits in the courses listed below.

Field of Study Code: MANAG.CER.ENTR

Total Credits Required	12 to 13
Program Requirements	9 to 10
Accou 1110 Accounting Procedures	3
OR	
Accou 2140 Financial Accounting	4
Busin 1161 Entrepreneurship	3
Busin 2200 Business Budgeting	3

Program Electives

3
Select one of the following courses from the list below. (In addition to the courses listed above.)

Busin 1111 Customer Service	3
Buslw 2211 Business Law I	3
Manag 1100 Supervision	3
Manag 2210 Principles of Marketing	3
Manag 2230 Purchasing	3
Manag 2240 Human Resource Management	3
Marke 1100 Consumer Marketing	3
Marke 2210 Principles of Marketing	3
Marke 2220 Principles of Selling	3
Marke 2230 Principles of Retail	3
Marke 2270 Internet and Social Media Marketing	3

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The **Organizational Leadership certificate** requires 12 credits in the courses listed below.

Field of Study Code: MANAG.CER.ORG

Total Credits Required	12
Manag 2210 Principles of Management	3
Manag 2215 Leadership	3
Manag 2220 Organizational Behavior	3
Manag 2240 Human Resource Management	3

Contact Information:

If you are considering this program as an area of study, please contact the **Business & Applied Technology Division office** at **630-942-2592**.

Program web site:

<http://www.cod.edu/academics/programs/business/management.aspx>

The **Supervision certificate** is designed to provide individuals in first-line managerial positions with current content in balancing the requirements for high work performance with the diverse needs of the workforce. This certificate requires 12 credits in the courses listed below.

Field of Study Code: MANAG.CER.SPRV

Total Credits Required	12
Manag 1100 Supervision	3
Manag 2220 Organizational Behavior	3
Busin 1100 Introduction to Business	3
Cis 1150 Understanding Computers, Information and Systems	3
OR	
Ofti 1200 MS Office for Professional Staff	3

The **Human Resource Management (HRM) certificate** is designed to provide entry-level human resource generalist and specialist content and competency development for Human Resource positions within small, medium, and large-size human resource departments and/or in an employment role as a human resource department of one. The courses and certificate may also be completed by a current HRM employee seeking advancement or refresher training in an HRM-related content. The HRM Certificate requires 9 credits in program requirements.

Field of Study Code: MANAG.CER.HRM

Total Credits Required	9
Manag 2240 Human Resource Management	3
Manag 2242 Talent Acquisition and Retention	2
Manag 2245 Workforce Development and Compensation	2
Manag 2248 Strategic Human Resource Management	2