

Management: Management Essentials

Description

The Management Essentials Program provides students with management skills and knowledge necessary to advance to various levels of administrative and supervisory positions.

Program Learning Outcomes

Upon completion of the certificate, students will be able to:

- Use computer and other office technology tools to fulfill administrative and supervisory responsibilities.
- Demonstrate positive interpersonal interactions to create and maintain a well-managed medical office or health care unit.
- Communicate effectively in a workplace setting.

Program: [Management](#)

Type: Certificate of Competence (CO)

Required Courses

Item #	Title	Credits
MGT 121	Service Excellence	3
BUSN 188	Business Calculations	3
ENG 100	Composition I	3
ENG 209	Business Writing	3
	BUS 101, ICS 100, ICS 101 (Options)	3 - 6
	Sub-Total Credits	15-18
	Total credits for degree:	15-18