

**Certificate in Management: 145A  
Total Credits: 18  
Catalog Editions: 2017-2018**

**Program Description**

The management certificate curriculum provides students with the opportunity to learn the concepts and principles of management. The program structure allows students to focus on a preferred field of study, and the opportunity to pursue particular academic and professional interests and goals in management.

**Program Outcomes**

Upon completion of this program a student will be able to:

- Explain, identify, and relate the four functions of management to everyday business operations.
- Explain the importance of human resource management and describe and apply the human resource core functions necessary for diverse organizations.
- Apply decision-making processes to business situations and analyze managerial problems.
- Identify the legal issues that impact business organizations and explain the importance of ethics and corporate social responsibility.

**Related Careers:**

*Some require a bachelor's degree*

- Chief Executive
- Supervisor
- Business Teacher
- General/Operations Manager
- Sales Manager
- Public Relations
- Administrative Services
- Human Resources
- Logistician

To see more, check out our [Career Coach!](#)

**Get Involved at MC!**

*Employers and Transfer Institutions are looking for experience outside the classroom*

**Macklin Business Institute:**

<http://cms.montgomerycollege.edu/edu/department.aspx?id=18936>

**Hillman Entrepreneurs Program:**

<http://cms.montgomerycollege.edu/hillmanprogram>

**Student Clubs and Organizations:**

<http://cms.montgomerycollege.edu/EDU/Department2.aspx?id=8178>

**Career Services:**

<http://cms.montgomerycollege.edu/edu/tertiary1.aspx?urlid=50>

**Advising Resources:**

**Major Field Advisors**

**GERMANTOWN**

Professor – Jackie Middleton  
HT 314 – 240-567-7722  
[jacqueline.middleton@montgomerycollege.edu](mailto:jacqueline.middleton@montgomerycollege.edu)

**ROCKVILLE**

Virtual and online advising  
[loanne.frazier@montgomerycollege.edu](mailto:loanne.frazier@montgomerycollege.edu)  
Management Coordinator – Hannah Weiser  
HU 247 -- 240-567-5134  
[Hannah.weiser@montgomerycollege.edu](mailto:Hannah.weiser@montgomerycollege.edu)

Professor – Susan Blumen  
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**TAKOMA PARK**

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For more information please visit: <http://cms.montgomerycollege.edu/becca/m>

**2017-2018  
Program Advising Guide**

**An Academic Reference Tool for Students**

## Suggested Education Plan

**Name:**  
**M number:**  
**Semester/Year Started:**  
**Declared Major:**  
**Education Goals:**  
**Date:**  
**Advisor:**

### Year One - Montgomery College

Semester -	Cr
<b>Total Credits</b>	

Semester -	Cr
<b>Total Credits</b>	

### Year Two - Montgomery College

Semester -	Cr
<b>Total Credits</b>	

Semester -	Cr
<b>Total Credits</b>	

## Management Certificate Completion Audit

**Total Credits: 18**

Name:	Date:	ID#	
<b>Program Requirements</b>	<b>COURSE</b>	<b>HRS</b>	<b>GRADE</b>
Principles of Management	MGMT 101	3	
Business Law	MGMT 201	3	
<b>Electives (12 Credit Hours)</b>	<b>COURSE</b>	<b>HRS</b>	<b>GRADE</b>
Introduction to Business	BSAD101	3	
Critical Reading, Writing, and Research in the Workplace	ENGL 103	3	
Small Business Management	MGMT110	3	
Principles of Supervision	MGMT 207	3	
Introduction to Marketing	MGMT 211	3	
Human Resources Management	MGMT 214	3	
Organization Behavior	MGMT 220	3	
Legal Issues in Labor Management	MGMT 225	3	
Managing Diversity in the Workplace	MGMT 235	3	
Field Experience or Practicum	MGMT 270	3	

