The Management and Leadership Studies certificate program is designed to build or upgrade skills in leading and managing people while enhancing individual effectiveness within the workplace. Courses emphasize leading, organizing, planning, communicating, training and controlling.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FALL</strong></td>
<td></td>
</tr>
<tr>
<td>Intro to Info Sys &amp; Appl</td>
<td>CIS 100 3.0</td>
</tr>
<tr>
<td>Intro to Business</td>
<td>BUS 100 3.0</td>
</tr>
<tr>
<td>Interpersonal Comm</td>
<td>SPCH 100 3.0</td>
</tr>
<tr>
<td>Applied Management</td>
<td>MGMT 100 3.0</td>
</tr>
<tr>
<td><strong>SPRING</strong></td>
<td></td>
</tr>
<tr>
<td>Personal Leadership</td>
<td>LS 180 3.0</td>
</tr>
<tr>
<td>Business Communications</td>
<td>BUS 139 3.0</td>
</tr>
<tr>
<td>Human Relations &amp; Supervision</td>
<td>MGMT 115 3.0</td>
</tr>
<tr>
<td><strong>FALL</strong></td>
<td></td>
</tr>
<tr>
<td>Organizational Leadership</td>
<td>LS 200 3.0</td>
</tr>
<tr>
<td>Professional Selling</td>
<td>MKTG 110 3.0</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>Public Speaking</td>
<td>SPCH 110 3.0</td>
</tr>
<tr>
<td>Professional Communication</td>
<td>BUS/MGMT 239 3.0</td>
</tr>
<tr>
<td><strong>SPRING</strong></td>
<td></td>
</tr>
<tr>
<td>Business Law</td>
<td>BUS 110 3.0</td>
</tr>
<tr>
<td>Internship Academy</td>
<td>INTERN 392A 3.0</td>
</tr>
</tbody>
</table>

**SUBTOTAL** 36.0

Select three (3) units from the following:

- Financial Accounting: ACCT 101 4.0
- Managerial Accounting: ACCT 102 4.0
- Personal Financial Success: BUS 120 3.0
- Intro to Marketing: MKTG 100 3.0
- Public Speaking: SPCH 110 3.0
- Ethics: PHIL 120 3.0
- Small Business Ownership: BUS 240 3.0
- Intro to Electronic Portfolio (A): CIS 108A 1.5
- Capstone Electronic Portfolio (B): CIS 108B 1.5

**TOTAL** 39.0

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MANAGEMENT & LEADERSHIP PROGRAM

FACULTY

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BUSINESS EDUCATION DIVISION

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