

**Proposed Revision**  
**to the**  
**Management Certificate**

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## **Abstract**

The Marketing and Management faculty recommend revising the Management Certificate. The current Management Certificate provides students with a path to enter the Management-Management Option AAS Degree. The proposed Management Certificate program will provide students with a path for beginning college at the certificate level where they will take courses that lead to one of the following Business and Technology Division's AAS or AA Degree programs:

- Management-Management Option AAS Degree
- Management-Entrepreneurship Option AAS Degree
- Management-Human Resource Management Option AAS Degree
- Management-Real Estate Option AAS Degree
- Business AA Degree
- Business Administration AA Degree
- Management of Computer Information Technology AA Degree

At the completion of the proposed Management Certificate, students will have more options when selecting a degree program to pursue.

In addition to providing students with a range of degree options within CCP, the Management Certificate will provide students with a range of employment opportunities in entry- to mid-level management positions. One of the primary audiences for the Certificate is people who are currently in the workforce and whose prospects for advancement will be enhanced with a basic knowledge of management.

## **Description of the Proposed Revision**

One of the differences between the proposed Management Certificate and the current Management Certificate is the inclusion of three general education courses that are now required in all Associate degree programs. Requiring CIS 103-PC Applications, MATH 118-Intermediate Algebra, and ENGL 102-English Composition II will give students the opportunity to strengthen their basic skills. By adding these courses to the proposed Certificate, students will be able to apply these courses to a degree program if they decide to continue their education after completing the certificate since these courses meet the College's approved general education requirements. Currently the Certificate offers students the choice of taking English 102, 112 or 114. While this choice is technically acceptable at the Certificate level, students who choose 112 or 114 would still need to take English 102 if they pursue a degree in order to fulfill the Information Literacy requirement. Therefore we recommend removing the choice of English 112 and 114.

In the proposed revision, the social science elective is being removed. Students are now given a choice of taking MNGT 142-Management Information Systems, MKTG 131-Principles of Marketing, or MNGT 111-Business Math. In the current program students take both MNGT 142 and MNGT 111. The MKTG 131 course has been added as a choice for students. This change to the Certificate will give students an opportunity to select the course that meets their career or degree interests. Another course in the current Management Certificate that was removed was MNGT 241-Office/Supervisory Management; MNGT 241 provides focus on only one aspect of business rather than providing students with a perspective of business in its entirety.

The proposed Certificate requires a minimum of 31 credits to complete while the current Certificate requires a minimum of 35 credits. Overall the Certificate is being reduced from 11 to

10 courses with an increased emphasis on general education courses, foundational business courses, and internal articulation with business-related associate degrees.

**Effects of the Revision**

The revised Management Certificate will provide prospective students who are returning to College a transitional path towards an Associate's Degree and will give them a foundation of knowledge about basic business theories and concepts to enter the workforce.

The following table compares the Certificate as it is currently and as it is proposed

Current Management Certificate (11 courses)	Proposed Management Certificate (10 courses)
1. MNGT 121	1. MNGT 121
2. MNGT 142	2. MNGT 142 )
3. MNGT 111	MNGT 111 ) Select One
	MKTG 131 )
4. ENGL 101	3. ENGL 101
5. ECON 181	4. ECON 181
6. MNGT 141	5. MNGT 141
7. MNGT 241	Deleted
8. ACCT 101	6. ACCT 101
9. ENGL 112/114/102	7. ENGL 102
10. Social Science Elective	Deleted
11. MNGT 261 or 262	8. MNGT 261 or 262
	9. CIS 103
	10. MATH 118

## **Current Catalog Page**

## Management – Certificate

The certificate in Management program provides students with a foundation and understanding of basic business or management philosophies, skills and techniques that are required to become productively employed in managing or helping in the management of a business enterprise.

Successful completion of this program will allow students to earn positions such as human resource and training manager, purchasing manager, or transportation company manager. Career opportunities include assistant manager, buyer, cashier, customer service representative, distribution supervisor, foreman or forewoman, general clerk, interviewer, inspector, mail clerk, office manager, new accounts representative, order filler, order taker, teller and warehouse manager.

### PROGRAM ENTRY REQUIREMENTS:

This program is open to interested students. However, new students are normally required to take the College's placement tests at their time of entry.

Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as a part of their program.

### PROGRAM OF STUDY AND GRADUATION REQUIREMENTS:

To qualify for a certificate in Management, a student must successfully complete 35 credit hours as prescribed and attain a grade point average of 2.0 ("C" average).

Recommended Course Sequence	Course Number and Name	Prerequisite or Corequisite	Credits
<b>Program Core Courses - Management - Certificate</b>			
1	MNGT 121 - Introduction to Business		3
2	MNGT 142 - Management Information Systems	MNGT 121	4
4	MNGT 111 - Business Mathematics	MATH 017	3
5	ECON 181 - Principles of Economics (Macroeconomics)		3
6	MNGT 141 - Principles of Management	MNGT 121	3
7	MNGT 241 - Office/Supervisory Management	MNGT 121	3
8	ACCT 101 - Financial Accounting		4
<b>General Education Courses (See page 36 for information on disciplines which meet these requirements.)</b>			
3	ENGL 101 - English Composition I		3
9	ENGL 114 - Introduction to Speech Communication or ENGL 112 - Report & Technical Writing or ENGL 102 - English Composition II		3
10	Social Science Elective		3
<b>Directed Electives</b>			
11	MNGT 261 - Introduction to the Law and Legal System or MNGT 262 - Business Law		3

Total to Graduate: 35 credits minimum

### For More Information Contact:

The Division of Business and Technology, Room C1-9, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone 215-496-6164; or the College Information Center, 215-751-8010.

## **Management Certificate**

The certificate in Management program provides students with a foundation and understanding of basic business philosophies, skills and techniques that are required to become productively employed in assisting in the management of a business enterprise.

Successful completion of this program will give students the opportunities to enter the workforce in entry-level positions or to enhance their current skills for advancement to mid-level management positions with job titles such as assistant manager, office manager, supervisor, store manager, warehouse manager.

### **Program Entry Requirements:**

This program is open to interested students. However, new students are normally required to take the College's placement test at their time of entry.

Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses in addition to the program requirements.

### **Program of Study and Graduation Requirements:**

To qualify for a certificate in Management, a student must successfully complete 31 credit hours as prescribed and attain a grade point average of 2.0 ("C" average).

## **Student Learning Outcomes**

Upon completion of this program graduates will be able to:

- Demonstrate an understanding of the required resources for managing successful business units.
- Recognize basic managerial problems and identify possible solutions.
- Demonstrate proficiency in the use of common business software.

Course Number and Name	Prerequisites and Corequisites	Credits
<b>FIRST SEMESTER</b>		
ENGL 101-English Composition I		3
CIS 103-PC Applications		3
MATH 118-Intermediate Algebra		3
MNGT 121-Introduction to Business		3
ECON 181-Principles of Economics (Macroeconomics)		3
<b>SECOND SEMESTER</b>		
MNGT 261-Introduction to the Legal System or MNGT 262 - Business Law		3
ACCT 101-Financial Accounting		4
MNGT 111-Business Mathematics, or MKTG 131-Principles of Marketing, or MNGT 142-Management Information Systems	MNGT 121 MNGT 121	3
ENGL 102-English Composition II	ENGL 101	3
MNGT 141-Principles of Management	MNGT 121	3
<b>MINIMUM CREDITS NEEDED TO GRADUATE</b>		<b>31</b>

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