

CERTIFICATE PROGRAM

Danville Area Community College
2009-2010

Management

Certificate Program

This 30 credit hour certificate program provides the learner with a foundation of essential skills necessary for a career in management. Practicing managers and supervisors can develop a better understanding of current management issues and concepts relevant in today's dynamic business environment.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
BMGT 114 Principles of Management	3		
BMGT 106 Supervisory Training	3		
BMGT 104 Interpersonal Relationships	3		
Communications Elective	3		
CACC 101 Financial Accounting	3		
CBUS 203 Business Law I	3		
BMGT 212 Human Resource Management	3		
BACC 120 Principles of Finance (pre: CACC 101)	3		
Business Elective	3		
Math Elective	3		

Total 30

Enrollment in developmental classes may increase the length of time it takes to complete a certificate.